U.S. DEPARTMENT OF LABOR

USER REFERENCE AND TRAINING GUIDE
VERSION 7.1C

U.S. DEPARTMENT OF LABOR
OFFICE OF THE CHIEF FINANCIAL OFFICER
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Additional Guides are available from the OCFO. They are:
How to Add a User to Travel Manager Guide
How to Create a Routing List Guide
Training Exercises Guide

I. Introduction to Travel Manager

The purpose of this guide is to provide information on the use of Travel Manager to prepare and electronically submit and process travel documents. This system will ultimately eliminate paper travel authorizations, paper travel vouchers, and written signatures. This guide is divided into several parts:

Introduction to Travel Manager includes tables that display how Travel Manager affects the Travel Authorization and Voucher process. It also provides a guide on how to use your mouse within Travel Manager, logging into Travel Manager and establishing a logon and electronic signature passwords (PIN).

How to Prepare a Travel Voucher provides a step-by-step guide on how to prepare a Travel Voucher as well as a series of additional instructions on how to incorporate information into your Voucher when travel circumstances warrant. For example these instructions address Actual Subsistence, Leave during a trip, Group Authorizations, etc. This guide addresses how to prepare a voucher before an Authorization because most first time users need immediate information on Voucher Preparation when they first sign onto the system. For more information on how to prepare a Travel Authorization see Appendix A.

How to Prepare a Local Travel Voucher provides a sept-by-step guide on how to prepare a Local Travel Voucher.

How to Electronically Submit and Process a Travel Document and **How to Use the Route & Review Module** include instructions to electronically sign, submit, forward, authorize/approve and audit a travel document.

The **Appendices** present guides on:
Appendix A: How to Prepare a Travel Authorization
Appendix B: How to Use the Reservation Information Feature
Appendix C: How to Establish a Travel Budget
Appendix D: How to Export, E-Mail, and Import Travel Documents

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Travel Authorization (TA) Process

Current Process	New Process
1. Decision to Travel	1. Same.
2. Travel Authorization (TA) is prepared.	2. TA is prepared in Travel Manager and traveler/ designated person electronically "submits" the TA in Travel Manager.
3. Supervisor/Reviewer reviews TA.	3. Optional - Supervisor/ Reviewer reviews TA.
4. Authorizing Official approves hard copy of TA.	4. Authorizing Official electronically approves TA in Travel Manager.
5. Optional - Administrative Person reviews for fund availability.	5. Same.
6. Reservations are made with Travel Management Center (TMC).	6. Same.
7. Servicing Finance Office records obligation into accounting system.	7. Same.
8. Tickets are issued by TMC.	8. Same.
9. Advances are received via ATM or EFT.	9. Same.
10. Travel takes place.	10. Same.

Travel Voucher Process

Current Process		New Process	
1.	Travel Voucher is prepared.	1.	Travel Voucher is prepared in Travel Manager.
2.	Traveler manually signs the Voucher.	2.	Traveler electronically signs the Voucher in Travel Manager.
3.	Supervisor/Reviewer reviews Voucher.	3.	Optional - Supervisor/ Reviewer reviews Voucher.
4.	Approving Official reviews receipts, Voucher, and manually signs the Voucher.	4.	Approving Official reviews receipts, Voucher, and electronically signs the Voucher in Travel Manager.
5.	Voucher is mailed or hand-carried to the Servicing Finance Office.	5.	Voucher is electronically submitted to the Servicing Finance Office.
6.	Travel Voucher is audited and processed for payment.	6.	Same.
7.	Information is recorded in the accounting system.	7.	Same.
8.	Traveler receives reimbursement by EFT or Treasury check.	8.	Same.
9.	Voucher and receipts are filed and stored by the Accounting Office.	9.	Receipts are retained by the program office.
10.	Travel reports are distributed to program offices by internal mail.	10.	Travel reports are available from Travel Manager.

Policy Considerations

Use of Travel Manager

While the use of Travel Manager is the "preferred" method of preparing travel documents, its use is not mandatory. Servicing Finance Offices frequently find that travel documents prepared by using Travel Manager can be paid quickly because Travel Manager improves the reliability and accuracy of the document.

Disbursements via Electronic Funds Transfer (EFT)

Electronic Funds Transfer will be used to make travel disbursements.

Retention of Official File and Receipts

DOL policy holds the Approving Official responsible for maintaining required travel receipts. A copy of the travel document and receipts must be kept for six years. A copy of the Travel Authorization and Voucher with receipts should be stapled together by trip and stored in a file (separated by employee) by fiscal year.

Travel Document Audit

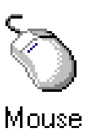
The Servicing Finance Offices will select travel Vouchers for audit in accordance with OCFO sampling instructions and GAO Title 7 requirements. While receipts will be maintained by the program office, the Servicing Finance Office will audit a sample of receipts on an ongoing basis.

Use of GSA Travel Authorization Form

In Travel Manager Version 7.1c, the GSA Travel Authorization Form will be used in lieu of the DOL Travel Authorization Form. If a user does not have access to a printer with sufficient memory to produce a graphics-based form, the user may select a character-based form (Default). The Servicing Finance Office will accept any forms produced by Travel Manager.

Using the Keyboard and Mouse to Move Around the Screen

A few hints for maneuvering in Travel Manager are listed below:

Arrow Keys	Use arrow keys to make changes within a field.
Calendar	Use the mouse's right click button in a Date box to open a calendar for the current month. Double click on the day of your choice.
Double Arrow Keys	Use << to move back one record. Use >> to move forward one record.
Down Arrows	Click on the down arrow. A drop down list will appear. Double click on your selection.
	Click and hold on the down arrow. Scroll down a list of choices.
Enter	Use Enter to move between fields. It is similar to the Tab key but is not active for searches.
	Enter may be used in place of clicking on OK.
Help	Click on ?
Keyboard Shortcut Keys	Use keys such as Shift+End (highlight a field), Ctrl-C (copy), and Ctrl-V (paste), if available.
Messages	Messages appear at the bottom of the window to describe the field you are in or the active field.
	Use the mouse to select icons when entering TM by double clicking.
	Use the mouse to select a menu icon while in TM by clicking once.
	Use the mouse to go to a field by clicking once in the field.
	Use the mouse to highlight a record (including multiple fields) by clicking anywhere in the record.
	Use the mouse's right click options (Cut, Copy, Paste, Delete, etc.), if available. For example, highlight a field to be copied by left clicking, holding, and dragging through a field. Then, place the mouse pointer over the highlighted area and right click. Left click on Copy. The contents are saved to the clipboard. Left click in the field you want to copy to. Right click; and then, left click on Paste.
Scroll Box	Click and hold on the box for a faster scroll. Scroll down a list of choices.
Shift + Tab	Use the Shift + Tab keys to go back one field at a time.
Tab	Use the Tab key to move to the next field.
	Use the Tab key after entering information for a search.
Warning Message Box	Some error message boxes are actually warning or reminder messages. You may be able to continue in TM by clicking on Yes.

Initial Logon to Travel Manager

Perform the following procedures if you are accessing Travel Manager for the first time. You will be prompted to create a password. Once you have logged in for the first time you also will be prompted to establish an electronic signature PIN. It is important to establish an electronic signature PIN the first time you log into Travel Manager.

1. At the **Windows** menu window, double click on **Travel Manager** Icon or through the **Start** and **Programs** menu.
2. In the **User ID** field of the logon window, type your assigned ***User ID*** and press **TAB**.

Note: *Your Travel Manager User ID is normally the first letter of your first name followed by up to the first seven letters of your last name. Travel Manager is case sensitive. Check with your Travel Manager Administrator if you experience difficulty with logon.*

3. In the **Password** field of the logon window, type **newtrav1** and press **Enter**.
4. A message **Warning** window appears which says "*New User - please enter a password now*." Click on **OK**.
5. At the **Set Password** window type a ***password*** of your choice (8-16 characters and contains at least one numerical digit) into the **New Password** box and the **Verify Password** box and click on **OK.**

Note: *Remember that passwords are case sensitive. It is difficult to remember many different passwords. It is recommended that you use the same password that you use to log onto your PC and either substitute a number for the 8th character or add numbers to your log in PC password to form the full eight characters required by Travel Manager*.

6. The system will return the following message to you: "*Your electronic signature is currently blank. Please enter a new electronic signature.*" Click on **OK**.
7. On the **Set Signature** window enter a new ***signature PIN*** (8-16 characters and contains at least one digit) in both the **New Signature PIN** and **New Signature PIN** boxes.

Note: *Remember that passwords are case sensitive. It is difficult to remember* *many different passwords. You may wish to use the same password that you use to log onto your PC and either substitute a number for the 8th character or add numbers to your log in PC password to form the full eight characters required by Travel Manage*r.

9. Click on **OK**.

Logon to Travel Manager After the First Time.

Perform the following procedures if a password has been chosen during a previous Travel Manager session.

1. At the **Windows** menu window, double click on the **Travel Manager** icon or enter through **Start** and **Programs**.
2. In the **User ID** field of the logon window, type your ***User ID***, and press **TAB**.
3. At the **Password** field, type your ***password,*** and press **Enter**, or click on **OK**.

Note: *Remember that passwords are case sensitive.*

Resetting Passwords and Electronic PIN Signatures

If you cannot remember your password the Travel Administrator can, upon request, reset the password to **newtrav1.** If you cannot remember your electronic PIN signature, the Travel Administrator can, upon request, reset your signature to blank. If you want to change your password, it can be changed anytime by selecting **Security, Set Password**. If you want to change your signature, it can be changed by selecting **Security, Set Signature**. At times the system will reject an effort to change a signature. If this happens contact your Travel Administrator. The Travel Administrator will delete your name from the **Signature** table and re-enter your name into the **Signature** table and set your signature to blank and this will allow you to establish or re-set your electronic PIN signature.

Log Off Travel Manager

Log off Travel Manager when processing is completed.

Inquiries

If you have questions about Travel Manager, please contact your Agency Travel Manager, your Servicing Finance Office, or OCFO, (jones-cynthia@dol.gov).

In the Servicing Finance Offices call:

LOCATION/ AGENCY	ADDRESS	CONTACT
National Office	Business Operations Center, Francis Perkins Building.	Frank Rogers Room S5520
Boston Region	JFK Federal Building Boston, MA 02203	Lou LoPresti
New York Region	201 Varick Street New York, NY 10036	Franklin Nieves
Philadelphia Region	The Curtis Center 170 S. Independence Mall West Philadelphia, PA 19106-3305	Stephanie Sheard Hamilton Suite 600 East
Atlanta Region	61 Forsyth Street, S.W. Atlanta, GA 30303	Sherry Johnson Room 6B25
Chicago Region	230 S. Dearborn St. Chicago, IL 60604	Robert Flannery 10th Floor
Kansas City Region	1100 Main Kansas City, MO 64106	Sandy Sanders Suite 850
Denver Region	1999 Broadway Denver, CO 80202	Joanne Duvall Suite 1660
Dallas Region	525 Griffin Street Dallas, TX 75202	Patrick Smith Room 737
San Francisco Region	71 Stevenson Street San Francisco, CA 94105	Paul Cardenas 5th Floor
Seattle Region	1111 3rd Avenue Seattle, WA 98101	Leslie Henry Suite 915
MSHA (All)	Balston Towers #3 4015 Wilson Blvd. Arlington, VA 22203	Bonnye Newkirk Room 615A

II. How to Create a Travel Voucher

The first part of this section described how to prepare a standard Voucher. (Instructions for preparing a Voucher are provided before instruction on how to prepare an Authorization because most travelers in the Regions travel under a "blanket" Authorization and need to know how to prepare a Voucher before they need to know how to prepare an Authorization.) For more information on preparing an Authorization see **Appendix A** at the end of this guide.

Later in this guide, beginning on page 19, instructions are provided for preparing different types of Travel Vouchers, for example, one where meals were provided or annual leave taken during the TDY, etc.

Note: *While no arrival or departure times are required on Authorizations or Vouchers, it is useful to include the time when an event occurred under "Comments" if it would be useful to the Approving Official to judge the necessity of an expense. For example, use of a taxi vis-a-vis public transportation would be understandable if the Official knew that the event occurred at 11:00 p.m..*

Travel Manager separates the information that must be entered on a travel Voucher into sections represented by icons. Click on the icons to complete the Voucher.

ICONS	INFORMATION TO BE ENTERED
Itinerary	Dates, Times & Duty Locations
Ticketed Transportation	Airfare
Expenses	Miscellaneous and Other Transportation Expenses
Lodging/M&IE	Actual Lodging Costs, M&IE Adjustments
Accounting	22-digit Accounting Code(s)
Comments	Purpose of the Trip and Comments
Totals	Travel Advance to be Applied
Document Status	Electronic Signature

Vanilla" Voucher - Step-by-Step Instruction

1. Create a **new** travel Voucher.
2. Start Travel Manager from the **Doc Prep** icon.
3. From the **File** menu, select **New**.

*Shortcut - Select the **New** button on the toolbar.*

4. From the submenu, select **Voucher**.

OR

Select the **Document with the Folded Corner** icon, from the radio button for Voucher, and select **OK**.
5. In the **SSN** field, ***your Social Security number*** will appear. Press **TAB** to advance.
6. If you are a preparer of travel documents for others, enter a ***Social Security number*** (nine digits without dashes) of the traveler or double left click within the **SSN** field and a list of travelers to whom you have access will appear.
7. Highlight the traveler for whom you will prepare a travel document and **select**. Press **TAB** to advance.

Note: *If you are a preparer of travel documents for others, and the name of the traveler for whom you wish to prepare a document does not display, contact your Travel Manager coordinator to have that person entered or added to a **group** to which you have access.*

8. Select the **Itinerary** button and enter the basic itinerary information.

   A. Enter the ***Authorization Number*** in the **Authorization Number** field. In the **Date** field change the date to match the date of the Authorization.
   B. In the **Purpose** field select ***Purpose*** from the drop-down list.
   C. In the **Description** field, enter a brief description.
   D. In the **Type** field, select **SINGLE TRIP** (means "specific trip") from the drop-down list. If you wish to cancel a previously prepared Voucher, select **CANCELED**. If you wish to amend a "completed" Voucher select **AMENDMENT**. See page 75 for instructions on how to prepare an

Amended travel document.

Shortcut - Right click on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.

E. In the **Begin Travel Date** field, enter ***begin date*** using the MMDDYY format (slashes are provided by the system) and press **TAB**. Note that the current year is provided for you. You may also right click in the box to open a calendar and double click on the day of your choice.
F. In the **Depart Location** field, select **your location**. You may choose **your duty station** location, **your residence**, or if you are on an extended TDY, **in travel status**. For more information on use of **in travel status** see pages 37-8.
G. In the **End Travel Date** field, enter ***end date*** and press **TAB**. See Shortcut above for instructions for use of the calendar.
H. Note that the depart location is displayed in the **Return Location** field. This may be changed, if needed, by selecting an alternative location.
I. In **Trip Duration** box, if a trip duration of longer than two days is entered **Multiple Days** is selected by the system. If appropriate you may select one of the other entries.

9. Enter the following temporary duty locations:

A. To enter a **Per Diem Location** (same as temporary duty location), select **Add**.
B. Note that date for the first day of your trip is displayed in the **Arrival Date** field.

*Shortcut - Instead of looking up the TDY location, type the name of the Duty Location and press **TAB**. If more than one location with the same name exists, select the down arrow. Choose the correct location from the drop down list.*

C. **TAB** to the **Duty Location** field and type the ***name*** of the TDY. Often just the first few letters of your per diem location or city will do. Enter **OK**.
D. Alternatively, to select a TDY location, place your cursor in the **Per Diem Location** box and double-click.
E. In the **State/Country** field, select ***State*** from the drop-down list.

F. Scroll and highlight the ***city*** and click on **Select**.
G. If Travel Manager does not return your per diem location, per diem may be at the standard CONUS rate. To select a CONUS rate:

1) Double click on the **Per Diem Location** box.
2) From the **Per Diem Lookup** table select **Unlisted**.
3) On the **Unlisted Per Diem Location** window, enter the ***State*** and ***Location***.
4) Select **OK**
5) Travel Manager will display the location entered on the **Add Per Diem Location to Trip** window. Select **OK**.
6) Add additional locations if needed.

H. If you plan add additional locations, change the date in the **Departure Date** field to end date for this trip leg.
I. Select **OK**.
J. To add the next TDY, select **Add**.
K. Note that the correct date is displayed in the **Arrival Date** field.
L. In the **Duty Location** field, enter ***next city*** and press **TAB**.
M. To close the **Add per Diem Location to Trip** window, select **OK**.
N. To accept the itinerary, select **OK**.

Note: *An alternative to part 10. below is the use of the* ***Reservation*** *feature to record airline transportation information. The* ***Reservation*** *feature provides actual flight schedules from which to choose. See* **Appendix B** *at the end of this guide.*

10. Select the **Ticketed Transportation** button to enter the transportation ticket information.

A. To add the ticket information, select **Add**. Note that the **Type** field defaults to **AIR**.

Note: ***AIR*** *means that you will use your Government Contractor-issued charge card to pay for your airline ticket. If you are an infrequent traveler or do not have a Government-sponsored charge card, from the drop down menu select* ***AIRG****. This means that the Travel Management Center (TMC) will charge the cost of your* *air fare directly to the Government. DOL travelers are required to use their Government-sponsored credit card to pay for airline tickets whenever possible.*

B. In the **Cost** field, enter ***xxx*** amount. Note that the **Description** displays Air Fare and the date in **Dep Date** field is correct.

Note: *You may associate the total **cost** with the initial leg of a round trip or initial leg of a continuous trip.*

C. In the **Ticket Number** box enter **xxxxxx** ticket number.
D. For the **Issue Date**, enter ***date*** or right click on the calendar.
E. To select airports: (Alternatively)

1) Type the ***airport name*** in the **Depart/Arrive** boxes.
2) In the **Depart/Arrive** boxes select the **"+"** button and scroll to find the name of the airport.
3) In the **Depart/Arrive** boxes double-click and on the **Select Airport** window select **Find.** In the **Airport Name** box, enter ***airport name*** (or you may check code and by entering the appropriate airport code the system will identify the name of the desired airport). Select **OK**. Note that the airport for the location is highlighted. Press **Select**.

Shortcut - Instead of typing the full airport name, enter only enough letters to uniquely identify the airport name.

Note: *If the airport is not found you may type the airport name in the* **Depart/Arrive** boxes.

L. In the **Carrier** field, enter ***xx*** (For example, **AA** means American Airlines).
M. In the **Class** field, enter ***YCA*** (**YCA** means coach).
N. Select **OK**.
O. Repeat the above process to select an air flight to return from the TDY location or add additional legs to your trip.
P. To close the **Ticket Information** window, select **Close**.

11. To record daily lodging expenses, select the **Lodging/M&IE** button:

A. On the **Lodging and Meals** window, select **Update**.
B. On the **Update Lodging and Meals Expenses for city/state/date** window and in the **Lodging** field, enter the actual amount expended for lodging even if the amount is higher than that allowed for the location.
C. Select **OK**.
D. On the **Lodging and Meals** window, if your lodging amount was the same for all of the days of your trip, highlight ***begin date*** and select **Replicate** to copy **xxx** amount to the remaining lodging days. If the lodging amount varied by date, highlight each date and select **Update** and enter the amount expended for each date. Note that no lodging is displayed on ***last date***, because it is the day you returned to your residence.

Note: *Travel Manager computes the 3/4 day M&IE for first and last day of travel.*

Note: *If your trip included the use of foreign currencies and you need to use a foreign currency calculator, select* ***Update*** *on the* ***Lodging and Meals*** *window and select* ***Options****, and on the* ***Cost Options*** *window Travel Manager provides a foreign currency calculator.*

Note*: The following require additional processing within Travel Manager:* ***Actual Lodging, Actual M&IE, Lodging Provided, Meals Provided, Use of Leave during a Trip****. See second part of this section for instructions on how to input information into Travel Manager for each of these situations.*

E. To close the **Lodging & Meals** window, select **Close**.

12. Enter expense information by selecting the **Expenses** button.

A. On the **Expenses** window select **Add**.
B. On the **Update Expenses** window and in the **Expenses** field, use the drop down menu to identify an expense. To select an expense, double click on the expense. In the **Cost** field, enter amount of the expense.
C. If you select **POV,** in the **Miles** field, enter ***miles*** driven.
D. Select **Save** if there are more expenses to follow or **Done** if the selected expense is the last expense. Repeat step B as needed.

Notes: *As each expense is entered change the date to the* ***date*** *the expense was incurred.*

*Travel Manager will insert expenses alphabetically, not chronologically, on a daily basis. To list expenses chronologically, enter all your expenses. If there is more than one expense for a given day, double click on the first expense for that day. In the **Expense** box, add **1-** in front of the description. Click on **Save**. Double click on the second expense for that day. In the Expense box, add **2-** in front of the description. Click on **Save**. Continue this pattern until all expenses appear chronologically. (Because of a system setting, you should not add a number in front of POV.) <u>This procedure is not required by your Servicing Finance Office.</u>*

Expenses from the drop down list are linked to accounting object class codes, as are Lodging, M&IE, and Transportation expenses. Travel Manager provides a listing of expenses by object class for use by your Servicing Finance Office. The list is found on the last page of your printed travel document.

After selecting the expense from the drop down list, you may modify the description by placing the mouse pointer in the Expense box and clicking to add to the description or to type over part of the description; however, the Expense box is not very large.

*To add descriptive lines to the back of your Voucher, instead of choosing an expense from the drop down list, type a short comment. Do not enter an amount. Select **Save**. Repeat this process to add more comments.*

G. Select **Done**.
H. To exit the **Expense** window, select **Close**.

13. Select the **Accounting** button.

Note: *For most users the Accounting Code that is linked to their registration record is the proper code to which their travel should be charged. For those individuals part 13 may be skipped. If the use of an alternative code is appropriate or the cost of travel needs to be allocated to multiple codes, proceed with part 13.*

*Accounting codes for most DOL programs have been pre-entered into the data base. They carry the **2110 object class**. Each expense in travel manager is linked to an appropriate object class. You do not have to add codes to accommodate other travel object class codes.*

A. On the **Accounting Codes for *document name*** window, the **Account Code** previously entered as the **Default Account Code** for your organization or program is displayed in the **Accounting Codes for Current Document** window. If that code is appropriate for this voucher, select **Close**.
B. If an alternative **Account Code** you wish to use is displayed in the **Master Accounting Codes,** highlight your choice and double click or **Select**. If you wish to use an alternative **Account Code** other than those displayed, select **new** and enter a **Label** and **Account Code** elements. See page 36 for instructions. Select **OK** to exit.
C. You may also wish to allocate expenses for your trip between two or more **Account Codes**. See page 35 for instructions.
D. To exit the **Accounting Codes** window, select **Close**.

14. Select the **Comments** button to enter remarks/comments (optional).

A. On the **Comments for *document name*** window and in the **Comments** field, enter comments that will explain the reason you incurred an unusual expense. For example, if you used a taxi when public transportation was readily available, a comment, for example, to the effect that you arrived late at night may explain the use of a taxi.
B. Include the purpose of the trip in the **Comments** window so that the Servicing Finance Office can correctly assign a trip purpose object class code to your expenses. This a DLMS 7, Chapter 1 requirement.

Note: *Comment up to three lines may be entered. To include preset comments, select **Preset** and type in **your comment**. Click on **OK**. You may select **Preset** on your next Voucher to retrieve the preset comment.*

C. To exit the **Comments for *document name*** window, select **OK**.

15. Select the **Totals** button to review cost estimates and to enter travel advance information.

A. On the **Totals for Voucher** window and in the **Govt. Advance Outstanding** field, enter ***xxx*** amount and press **TAB**. Note that ***xxx*** amount is entered in the **Govt. Advance Applied** field automatically.
B. To exit the **Totals for Voucher** window, select **OK**.

16. Save the Voucher.

A. Access the **File** menu and select **Save**.

*Shortcut - Select the **Save** button on the toolbar.*

B. Travel Manager will display a file name.
C. In the **Save** dialog box, select **OK**.

17. Define your form.

Note: *Your Voucher should be printed on a government form unless your printer does not have enough memory to print a graphics-based form. For normal printing set the form setup to **GOVT+FORM** for all types of documents. If your printer does not have enough memory to print a graphics-based form select, a non-government form called **DEFAULT**. On the **Form Setup** window also select **Accounting Detail** and in the **Print Document Name** box select all but the third of the listed blocks.*

A. To select a form, access the **File** menu.
B. Select **Form Setup**. Select **Govt-Form** forms for Vouchers, Local Vouchers, and Authorizations. In most cases this step will not be required.
C. On the **Form Setup** window also select **Accounting Detail** and in the Print **Document Name** box select all but the third of the listed blocks.
D. To exit the **Form Setup** window, select **OK**.

18. Preview and/or print your document.

Note: *Travel Manager now uses **Adobe** to preview as well as to print your travel document.*

A. Select **File**, **Print Preview** or **Print**.
B. Review your document,
C. To print your document select the **Print** button:

19. To electronically sign your Voucher, select the **Document Status** button.

A. On the In the **Status** box, **SUBMITTED** should display. If not, from the pull down menu, select **SUBMITTED**.
B. In the **Signature PIN** box enter ***your signature* (*PIN*)**.
C. In the **Remarks** box enter comments, if needed.
D. Select **OK**.

Note: *Travel Manager is set to run an internal audit. There are two types of audits. First the system checks to see if certain conditions exist. For example, it checks to see if an Accounting Code has been associated with your document or an Authorization number has been entered. The second is threshold auditing. Dollar level thresholds have been set for most expenses. If the amount you claim exceeds the threshold set, the audit program will so indicate. In most cases the amount you claim is correct but the system signals the auditors to review the claim. In cases the claim may exceed the amount which may be reimbursed. For example, if a claim is made for more than $5.00 for a call home, the audit will so indicate. In some cases where the system triggers a notation of "FAIL," you may wish to justify the claim.*

E. On the **Pre-Audit Results** window review the results of the audit. If needed select **Justify** and on the **Comments for "TV - xxxxx"** window enter ***your comments*** for a specific line item.
F. Select **OK**.
G. On the **Pre-Audit Results** window select **Close**.
H. To the question *"Continue stamping/signing the document?"* select **Yes** if you wish to continue or **No** if you wish to return to your document to adjust the document.
I. On the **Document Signing** window to the message, *"Your travel Voucher has been submitted and sent for review or to the Approving Official. Thank you."*, select **OK**.
J. If you have not saved your document, on the **Signature** window, to the message, *"You must save the document before checking funds . . . ,"* select **Yes**.
K. On the **Save As** window, select OK.
L. If you created a voucher from scratch, that is, you did not create the voucher from an existing Authorization, you will receive a warning message. On the **Warning** window, to the message, *"Voucher 'TV - xxxx' for name TA Number on trip 1(unable to find Auth). Continue stamping the voucher."*,

select Yes.

Note: *Travel Manager is set to employ the **Budget Module**. To obtain the benefits of the setting budgets and tracking expenditures, see **Appendix C: How to Establish a Travel Budget**. In general, Travel Manager is not set to stop you from electronically forwarding your travel document if you exceed available funds. However, your Agency may wish set Travel Manager to do so.*

M. On the **Check Funds for Voucher "TV - xxxx"** window, select **Approve** or **Cancel.** By selecting **Approve** your voucher will be electronically forwarded.

N. On the **Message** window, select **OK** to the message "*Funds checked*."

O. On the **Travel Manager Mail** window, select **OK** to the message *"E-mail has been sent . . . "*

P. Travel Manager will store and electronically process your document and return you to the **Travel Manager - Doc Prep** window.

20. Exit Travel Manager.

A. Access the **File** menu.

B. Select **Exit**.

C. At the prompt, *"Save current Voucher? (Y/N),"* select **No** (because you have already saved your document).

Different Travel Voucher Situations

Multiple Trips to One Voucher (Rather than legs):

1. Complete data entry for the first trip.
2. From the main Travel Manager window click **Document** on the menu bar.

    A. From the pull down menu select **Trip**.
    B. On the **Trips for Voucher TV -xxx** window click **Add**.
    C. Travel Manager will return to the main Travel Manager window where Trip "2" will be displayed.
    D. Type the ***(same) Authorization Number***.

3. Complete all sections for Trip 2: **Itinerary, Ticketed Transportation, Expenses, Lodging/M&IE** and **Accounting.**
4. Repeat above steps for up to Trip "3" trips.

Add More Than Three Legs of a Trip to a Voucher -Travel Manager Work Around

Problem: Travel Manager has the capability to record up to a maximum of three trips on one Voucher. At present it will not allow you to add a fourth trip. The purpose of this note is to provide a work around that will give users the ability to record additional trips or what will be called "legs" to a Voucher. The work around is a temporary solution. GELCO, the developer of Travel Manager, is aware of the need to add additional trip capacity and will do so in a future release.

Solution: The work around allows users to add additional legs of a trip to one or more trips. It is done by creating a pseudo destination to account for the time the traveler is back at his/her official duty station. The pseudo destination, called "residence," has a "0" per diem rate and thus no cost is recorded for the time indicated at the official duty station. Once the pseudo destination is created in the itinerary section, the user can add an additional destination(s) for the next leg(s) of the trip. Travel Manger will save all the legs as one Voucher and add them together for the amount claimed.

1. From the main Travel Manager window click on the **Itinerary** button.

A. Enter the requested data. Enter dates that bracket all legs of the travel including the time at the official duty station.
B. On the **Itinerary** window click **Add**.
C. On the **Add Trip Per Diem Location** window enter the dates of the first leg of the trip and in the trip **Per Diem Location** box type the first per diem location. Click **OK**. DO NOT SAVE AT THIS POINT.

2. Assuming the traveler returned to his/her official duty station after the first leg, on the **Itinerary** window, click **Add**.

A. On the **Add Trip Per Diem Location** window enter the beginning and ending dates the traveler remained at the official duty station and enter ***residence*** in the **Trip Per Diem Location** box. Click on **OK**. DO NOT SAVE AT THIS POINT.

3. For the next leg of the trip, on the Itinerary window click on **Add**.
.
A. On the **Add Trip Per Diem Location** window enter the next location in the trip **Per Diem Location** box. If needed, adjust the ending date. Click **OK**.
B. On the **Itinerary** window click **OK**.

4. For the day the traveler returned to the official duty station and the day the traveler departed for another leg, the M&IE rate needs to be adjusted to 3/4. To do this:

A. Click the **Lodging and Meals** button.
B. On the **Lodging and Meals** window, click on the last day of the first leg.

1) Click on **Update**.
2) On the **Update Lodging and M&IE Expenses** window, click **Override**.
3. On the **Override** window, enter "3" in the **Quarters** box and enter the full ***M&IE Amount*** for the location of the first leg.
4. Click **OK** on the **Override** window.
5. Click **OK** on the **Update Lodging and M&IE Expenses** window.

C. On the **Lodging and Meals** window, click on the departing day for the next leg and repeat the above steps to change the M&IE rate to 3/4; however, there is no need to enter the M&IE amount. Travel Manager defaults to the amount for the location selected on the departing day.
D. Enter the appropriate lodging costs. Lodging while at the official duty station must be "0".

5. For additional legs to a trip, repeat the above steps to add "residence" and another leg.

Add "Residence" as a Duty Location to the Doc Prep Admin Tables: (The Travel Administrators has perform this task for you.)

1. On the Doc Prep Admin Module on the menu bar click **Rates**.

A. Click on **Per Diem Location**.
B. On the **Locations** window, from the look-up table in the **State/Country** box select **"XX - CONUS/OCONUS**." (Last entry on the menu.)
C. Click **Locations** on the Menu Bar.
D. On the **Add Location** window type "***RESIDENCE***" in the Location box.
E. Click **Rates** at the bottom of the window.
F. On the **Rates of RESIDENCE - XX** window click **Add**.
G. On the **Add Rate** window change the effective date to ***01/01/00***. In the **Rate Amount** box type ***0.00*** for both Lodging and M&IE (even though those amounts already display).
H. On the **Add Rate** window click **OK** .
I. On the **Rates of RESIDENCE - XX** window click **Close**.
J. On the **Add Location** window click **OK**.
K. On the **Locations** window click **Close**.

Creating a Voucher from an Existing Authorization

Travel Manager allows you to create a travel Voucher using trip and expense information from an existing Authorization. When you create a Voucher from an Authorization, Travel Manager automatically fills in as much Voucher information as possible from the Authorization. To complete the Voucher, fill in any trip details that were unavailable in the authorization, such as lodging costs, miscellaneous expenses and ticket information.

The following instruction shows you how to create a Voucher from an existing authorization that was created in Travel Manager.

1. Start Travel Manager.
2. From the **File** menu, select **New**.
3. From the submenu, select **Voucher From Authorization**.
4. In the **Travelers** window, highlight *your name*.
5. In the **Travel Authorization** window, highlight authorization TA-xxxx.

Note: *By clicking on the **Details** button, you can preview the information on the document.*

6. Select **OK**.
7. To review the basic itinerary information, select the **Itinerary** button.

    A. Note that the **Authorization Number**, **Purpose**, **Description**, and **Type** fields display all the information from the authorization. The **Date** field displays today's date.
    B. Note that appropriate circle is selected in the **Trip Duration** area.
    C. To accept the itinerary, select **OK**.

8. To enter the transportation information, select the **Ticketed Transportation** button.

    A. Note that most of the ticket information has been copied from the Authorization. In the **Ticket Information** window, select **Update**.
    B. In the **Update Ticket Information** window and in the **Ticket No**. field, enter the ***ticket number***.

C. Review and/or update ticket **Cost, Issue Date**, **Carrier,** and **Class** data.
D. To exit the **Update Ticket** window, select **OK**.
E. To exit the **Ticket Information** window, select **Close**.

9. To record daily lodging expenses, select the **Lodging/M&IE** button:

A. On the **Lodging and Meals** window, select **Update**.
B. On the **Update Lodging and Meals Expenses for city/state/date** window and in the **Lodging** field, enter the actual amount expended for lodging even if the amount is higher than that allowed for the location.
C. Select **OK**.
D. On the **Lodging and Meals** window, if your lodging amount was the same for all of the days of your trip, highlight ***begin date*** and select **Replicate** to copy **xxx** amount to the remaining lodging days. If the lodging amount varied by date, highlight each date and select **Update** and enter the amount expended for each date. Note that no lodging is displayed on ***last date***, because it is the day you returned to your residence.
E. To close the **Lodging & Meals** window, select **Close**.

10. Enter expense information by selecting the **Expenses** button.

A. On the **Expenses** window highlight any expense that needs to be modified as to date or amount and select **Update**.
B. On the **Update Expenses** window change the date or amount as appropriate and select **Done**. Repeat A and B as needed.
C. To add one or more new expenses, on the **Expenses** window select **Add.**
D. On the **Update Expenses** window and in the **Expenses** field, use the drop down menu to identify an expense. To select an expense, double click on the expense. In the **Cost** field, enter amount of the expense.
E. If you select **POV,** in the **Miles** field, enter ***miles*** driven.
F. Select **Save** if there are more expenses to follow or **Done** if the selected expense is the last expense.
G. Select **Done**.
H. To exit the **Expense** window, select **Close**.

11. From this point forward the instructions are the same as found on page 15 beginning with "13. Select the **Accounting** button."

Selecting a Duty Location Not in Per Diem Table

This Voucher differs from the others you have created in the way the per diem location is selected. When travel is to a TDY or stopover location is within the 48 contiguous states and where no per diem rate exists, determine the county for that location. If the county has no per diem rate, then you must use the standard CONUS rate. For OCONUS travel, each location -- including Alaska and Hawaii -- has its own “other” rate, which is selected in the same way as the standard CONUS rate.

This instruction provides step-by-step information on how to select a standard CONUS rate.

1. Open a new Voucher and enter the required information.
2. Build the basic itinerary by entering data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.

    A. To enter the Per Diem location, select **Add**.

        1) On the **Per Diem Location to Trip** window and in the **Per Diem Location** field, double click.
        2) On the **Per Diem Lookup** window, select **Unlisted**.
        3) In the **Unlisted Per Diem Location** window, in the **State/Country** field enter ***State initials*** and in the **City/County** field**,** enter ***City***.
        4) Select **OK**.
        5) To close the **Add per Diem Location to Trip** window, select **OK**.
        6) To close the **Itinerary** window, select **OK**.

3. Complete the rest of the Voucher.

Using a Special Agency ("Flat") Rate

For some TDY assignments in which all expenses are prepaid or expenses that will be incurred are known to be less than the locality per diem rate, Agencies should establish special rates (also known as flat rates). The type of assignment is usually training, extended travel, or use of a camping vehicle. For flat rates, the entire amount is considered M&IE and no receipts are required. Travel days to and from flat rate locations are based on the normal locality rate. The flat rate begins on the first full day at the location.

This instruction provides step-by-step information on how to select a special rate and override the standard M&IE rate on the first and last days in a Voucher.
You must first add the rate to the per diem table. In Travel Manager terminology, this is a 'Custom Rate'.

Note: *Only a Travel Manager Coordinator/Administrator may set a custom rate.*

1. From the **Modules** menu, select **Doc Prep Admin**.
2. From the menu bar select **Rates** and from the sub menu, **Per Diem Locations**.
3. On the **Locations** window and in the **State/Country** field, select ***State*** from the drop-down list.

    A. On the **Locations** window select **Add**.
    B. On the **Add Locations** window and in the **Location** field, enter ***City and State* (initials for State)**.
    C. Select **Custom**.
    D. In the **Effective** Dates field, enter ***010100***.
    E. Select **Rates**.

        1) On the **Rates for *City and State*** window, select **Add**.
        2) On the **Add Rate** window In the **M&IE** field, enter ***dollar amount***.
        3) Exit by closing each open window.

Note: *Ignore the Warning message "Unable to find distribution for this M&IE rate." by selecting **OK**.*

4. To close the **Doc Prep Admin** module and return to the **Doc Prep** module, select

File, **Exit**.
5. Open a new Voucher and enter the required information.
6. Build the basic itinerary by entering data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.
7. To add the TDY location information, select **Add**.

A. In the **Duty Location** window, select the **City and State** entered above as a “custom” rate city as the TDY location.
B. Select **OK**.

8. Complete the rest of the Voucher.

Indicating Lodging and Meals Provided

When lodging and meals are prepaid by the Government or provided as part of a registration or seminar fee, no lodging expense and/or M&IE reimbursement should be claimed on the Voucher. (However, M&IE reimbursement is never reduced below $2.00 a day.)

This instruction explains how to indicate when lodging and meals were provided as part of a conference registration fee.

1. Open a new Voucher and enter the required information.
2. Build the basic itinerary by entering data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.
3. Add the TDY location as you normally would and exit the **Itinerary** window.
4. To override the Lodging and M&IE amounts calculated by the system based on the location entered in the **Itinerary** window, select the **Lodging /M&IE** button.

   A. On the **Lodging & Meals** window, (notice that the information for the first date of travel is highlighted) select **Update**.
   B. On the **Lodging & Meals** window highlight the entry for ***first day date***, and select **Replicate**. (This will "0" out all lodging for the rest of the trip since it replicates the entry for the first day.)
   C. On the **Lodging & Meals** window highlight the entry for ***date***, and select **Update**.
   D. In the **Meals Provided** box check each ***meal(s) provided***. Select **OK**.

*Note: Notice that on the **Lodging and Meals** window the "B" "L" or "D" columns, have an "x" marked to correspond with the meals provided. The 'x' means the traveler will not be reimbursed for the meal(s). The Lodging Cost and Allowed columns have a "0"*

   E. On the **Lodging & Meals** window repeat steps C and D for each day a meal(s) was provided.
   F. To exit the **Lodging & Meals** window, select **Close**.

5. To enter the registration fee, select the **Expenses** button.

A. On the **Expenses** window select **Add**.
B. On the **Add Expenses** window and in the **Expense** field, select **REGISTRATION FEES**.
C. In the **Cost** field, enter ***xxx*** amount.
D. Select **Done**.
E. To exit the **Expenses** window, select **Close**.

6. Select the **Comments** button and enter a comment, for example: ***A registration fee of $xxx covers lodging costs of $xxx and conference fee of $xxx.***
7. To exit the **Comments** window, select **OK**.
8. Complete the rest of the Voucher.

Taking Leave During TDY and Extending Your Stay Due to Personal Preference

When more than half a workday is taken as annual leave during TDY, no per diem allowance is paid for that day. If a traveler chooses to extend his/her stay beyond the authorized itinerary, then the per diem allowance is calculated as if the traveler returned home after the TDY assignment ended (according to the authorized itinerary).

This instruction gives you step-by-step instructions for indicating that leave was taken during TDY and information on how to override quarters (due to the traveler's personal preference, e.g., trip was scheduled to end on a Friday and the traveler chooses to stay until Saturday).

1. Create a new Voucher and enter the required information.
2. Build the itinerary as you normally would to fill in the data for the **Purpose**, **Type**, **Begin Travel**, and the **Per Diem Locations** field. The **End Travel** date is the date the actual travel ended, e.g., Saturday.
3. Select the **Lodging/M&IE** button.

A. Override the quarters calculation to indicate an itinerary change due to personal preference.

1) Select **Update**. Note that ***first date*** of travel is highlighted.
2) In the **Lodging** field, enter ***xxx*** lodging amount.
3) Select **OK**.
4) To duplicate the lodging amount for each night, select **Replicate**. Note that ***first date*** is highlighted.
5) Highlight **date** travel should have ended (Friday) and select **Update**.
6) Select **Override**.
7) In the **Quarters** field, enter ***3.***
8) Select **OK**.
9) In the **Lodging** field, enter ***0***.
10) Select **OK**.
11) Repeat above to zero out the M&IE for Saturday, that is, in the **Quarters** field, enter ***0.***

B. Indicate annual and non-duty leave taken. (Assume Annual leave was taken on Thursday.

1) Highlight ***date*** for Thursday and select **Update**.
2) In the **Leave Data** field, select **Annual**. Note that **Hours** defaults to eight hours, a full workday, as defined in your traveler information.
3) Select **OK**.
4) To indicate a non-duty day, highlight ***date*** of the extra trip day taken for personal preference and repeat steps. Select **Other** in the **Leave Data** field.
Select **OK**.
5) To exit the **Lodging and Meals** window, select **Close**.

4. Complete the rest of the Voucher.

Recording Actual Lodging Expense

When a traveler spends more on lodging than allowed by the standard locality rate due to special circumstances, actual lodging expenses may be approved by an Authorizing Official within the Agency. If the increased lodging expense is approved, Travel Manager must be given the new lodging allowance.

This instruction details the steps needed to enter actual expenses for lodging during TDY.

1. Create a Voucher and enter the required information.
2. Build the itinerary as you normally would to fill in the data for the **Purpose**, **Type**, **Begin Travel**, **End Travel** date, and the **Per Diem Locations** field.
3. To indicate the days when increased lodging allowance was allowed, select the **Lodging/M&IE** button.

    A. Select **Update**. Note that ***first date*** is highlighted. Change the date to the date for which actual subsistence is approved
    B. For the date actual subsistence is approved and in the **Actuals** field, check the **Lodging** box.
    C. In the **Values Apply Through** field, enter ***date*** through which actual lodging is authorized.
    D. In the **Lodging** field, enter ***xxx*** amount for lodging expense incurred,
    E. Select **OK**.
    F. To exit the **Lodging and Meals** window, select **Close**.

4. Complete the rest of the voucher.

Crossing the International Date Line (IDL) Travel

When crossing the IDL during travel, the traveler gains or loses a full per diem day depending on the direction of travel. When you travel west from the United States to Japan, Thailand, Korea or Australia, for example, you lose a per diem day. On the return trip east to the United States, you gain a per diem day.

Travel Manager uses the time zone of the departure and arrival locations to determine if travel crosses the IDL and whether a calendar day was lost or gained. Travel Manager automatically performs all calculations involving IDL travel. There is no difference between itinerary entry of IDL travel and that of any other type of trip.

Note: *When crossing the International Date Line (IDL) a per diem day is lost (usually the second day); therefore, lodging and 3/4 M&IE will be claimed on the first day. When re-crossing the IDL, a per diem day is gained (the last day is repeated); therefore, a total of seven quarters M&IE is usually claimed for the last day: four quarters M&IE for the day before re-crossing the IDL, plus 3/4 M&IE for the day that has been gained after re-crossing the IDL.* ***The M&IE amounts will be automatically calculated for you****. Lodging should not be claimed on the last day.*

This instruction shows you how to enter the lodging and M&IE expenses for IDL travel. You lose a day when crossing the IDL after leaving the United States and gain a day on the return trip.

Example Itinerary

On July 25th you left your duty station and arrived in Guam on **July 26th**.
On **July 31st** you left Guam and arrived back at your duty station.

In this example, Travel Manager detects that **July 26th** was the day that you crossed the IDL and lost a per diem day. No M&IE will be calculated for **July 26th**. However, you do not incur a lodging expense on **July 26th** so this must be claimed on the previous travel day.

On **July 31st**, you cross the IDL and gain back the lost per diem day; in essence, you have two calendar days dated **July 31st**. Travel Manager detects the gained per diem day and calculates per diem for **July 31st** as if it were a seven (7) quarter day.

1. Create a new Voucher and enter required information.
2. Build the itinerary as you normally would to fill in the data for the **Purpose**, **Type**, **Begin Travel**, **End Travel** date and the **Per Diem Locations** field.

Note: *Be sure to indicate **July 26th** as the date of arrival in Guam.*

3. To enter the information as described below, select the **Lodging/M&IE** button:

    A. For this example, enter lodging expense on **July 25th, 27th**, **28th, 29th**, and **30th**. If you select **Replicate**, be sure to go back to **July 26th** and change the lodging for that day to $0.

4. Select the **Comments** button, enter ***Crossed the IDL***.
5. Complete the rest of the voucher.

Adding Accounting Codes and Allocating Expenses to Multiple Accounting Codes

Travel Manager allows you to use multiple accounting codes on one Voucher so that you may allocate travel costs to multiple cost centers, projects, etc.

This instruction gives you steps to add an accounting code and explains how to allocate expenses to multiple accounting codes. (Adding an accounting code to the Master List may be accomplished only by a Travel Coordinator/Administrator, but a traveler may enter an accounting code for use with a specific trip.)

1. Open a new Voucher and enter the required information.
2. Select the **Accounting** button.

A. To add an accounting code:

1) Select **New**.
2) In the **Label** field, enter ***name*** of the organization.
3) In **FY**, enter ***last two digits of the current fiscal year***.
4) In **Org RCC**, enter ***xxxx***.
5) In **Fund RCC**, enter ***xxxx***.
6) In **Object Class**, enter ***2110***. No other object class code is to be used. Travel Manager reports out the proper object class code.
7) In **Project 1**, enter ***xxxxx***.
8) In **Project 2**, enter ***xxx.***
9) To close the **Add Accounting Code** window, select **OK**.

B. To select multiple accounting codes for cost allocation purposes:

1) On the **Accounting codes for xxxx** window note that the default accounting code is listed in the **Accounting Codes for the Current Document** box.
2) From the **Master Accounting Codes** list, highlight another accounting code and choose **Select.**

D. To allocate costs among the account codes selected:

1) On the **Accounting codes for xxxx** window select the **Allocate** button.
2) On the **Allocate Accounts for TV-xxxx** window select **Percent**.
3) On the **Update Allocation Percentage** window and in the **Percent** field, for example, enter ***50 (1 to 100).***
4) Note that the account code you created has been automatically allocated 50%. Select **OK**.
5) If you wish to allocate by type of expense, select **Expense**, Travel Manager will display the **Allocate Expense** window. Highlight an expense that you wish to allocate to the accounting code named at the top of the window and use the down arrow (or double click on the expense) to move the expense to the **Expenses Allocated to the Current Account** box. Repeat as needed.

Note: *Alternatively you may also allocate expenses by **Expense Category** and **Date.***

6) To exit the **Allocate Expenses** window, select **OK**
7) To exit the **Allocate Accounts** ***xxx*** window, select **Close**.

3. Complete the rest of the Voucher.

Ending 'In Travel Status'

DOL requires extended TDY travelers to submit a Voucher at least every 30 days. When a traveler submits a Voucher before the completion of the TDY assignment, the Voucher ends with the traveler still 'In Travel Status'.

This instruction shows how to indicate that a traveler is ending 'In Travel Status' on a Voucher.

1. Create a new Voucher and enter the required information.
2. Build the itinerary as you normally would to fill in the data for the **Purpose**, **Type**, and **Begin Travel** date and **Depart Location** fields.

   A. At **End Travel** Date field, enter ***last date of the month*** (preferred) or ***date 30 days from initial travel***.
   B. In the **Return** Location field, select **IN TRAVEL STATUS**.

3. Complete the **Per Diem Locations** list as you normally would.
4. In the **Lodging/M&IE** window, add the lodging expense information.

Note: *Be sure to include daily lodging. Travel Manager will calculate a full day M&IE for the last day of an 'In Travel Status' Voucher.*

5. Complete the rest of the Voucher.

Beginning 'In Travel Status'

DOL requires extended TDY travelers to submit a Voucher at least every 30 days. When a traveler submits a Voucher during the extended TDY assignment, the Voucher may begin with the traveler still 'In Travel Status.'

This instruction shows how to indicate that the traveler is beginning 'In Travel Status' on a Voucher.

1. Create a new Voucher and enter the required information.
2. Build the itinerary as you normally would to fill in the data for the **Purpose**, and **Type**.

   A. In the **Begin Travel Date** field, enter ***first date of the new month*** (preferred) or ***date one day advanced from last travel voucher***.
   B. In the **Depart** location field, select **IN TRAVEL STATUS**.
   C. In the **End Travel Date** field, enter ***the last date of the month*** (preferred) or ***date 30 days from last travel voucher***.
   D. In the **Return** location field, select **location** or **IN TRAVEL STATUS**.

3. Complete the **Per Diem Locations** list as you normally would.
4. In the **Lodging/M&IE** window, add the lodging expense information.

Note: *Be sure to include daily lodging. Travel Manager will calculate a full day M&IE for the first day of an 'In Travel Status' Voucher.*

5. Complete the rest of the Voucher.

Creating Constructed Travel (Cost Comparison)

When a traveler deviates from the authorized itinerary and/or transportation mode because of personal preference, reimbursement is limited to the authorized travel costs. If a traveler's personal preference itinerary happens to cost less, then the traveler is reimbursed the lesser of the two costs.

Therefore, when a traveler deviates from the authorized itinerary, calculate the cost of the travel performed by the traveler and the cost of the authorized travel. In essence, you produce the calculations for both itineraries and compare them to see which is the lesser amount. To determine the traveler's reimbursement, Travel Manager calculates expenses for both itineraries in a constructed Voucher and selects the lesser of the two amounts.

This instruction shows you how to compare authorized travel costs and actual travel costs and gives you detailed information on how to copy one trip to a second trip on the same Voucher.

1. Complete a Voucher with the required information. Use data as if you traveled as authorized (no deviation for personal preference).
2. From the menu bar, select **Document**.
3. To copy the current trip (1), select **Trip**. Note that Trip 1 is highlighted.

    A. Select **Copy**.
    B. In the **Copy Trip** window, select **OK**. Note that **Copy From Trip** is 1 and **Copy to Trip** is 2.
    C. In the **Trips for Voucher TA-xxx** window, highlight Trip 2 and choose **Select**. Note that the **Trip No:** field now displays 2.

4. Select the **Itinerary** button. To indicate that Trip 2 should be compared to Trip 1:

    A. Select **Type**.
    B. From the drop-down list, select **CONSTRUCTED**.
    C. To close the **Itinerary** window, select **OK**.

5. Modify the Voucher (trip 2) to reflect how you actually traveled for personal

preference.
6. Save the document.

A. Select **File**.
B. Select **Save As**.
C. In the **Voucher Name** field, select the Voucher number generated by the system or a name of your choice and select **OK**.

Note: *When you save a constructed Voucher, both trips are saved as one document. Travel Manager will select the least cost alternative for reimbursement.*

Copying a Voucher to Another Traveler

When you have multiple travelers who went to the same TDY location, Travel Manager simplifies the process of creating new documents for each traveler. Rather than creating a new document for each traveler, create the Voucher for one traveler and save the Voucher. Open the Voucher, replace the Social Security Number, change the dates in the itinerary (if necessary), assign a new travel authorization number and save the document with a new name. You may use this process to copy similar information from one Voucher to another, thereby eliminating repetitive document entry steps. Authorizations and Local Vouchers can be copied using this same method.

This instruction shows you how to copy a Voucher created for a traveler to create a Voucher for another traveler who had identical or similar expenses.

1. Complete and save a Voucher for one of the travelers in the group.
2. Double-click on the **SSN** field.
3. In the list of travelers, highlight another traveler and choose **Select**.

Note: *If prompted, "Delete document history?", select **Yes**. This will remove all status stamps and signature information from the document.*

4. If the information for the second traveler is the same as for the first, save the document or otherwise change relevant parts and then save the Voucher.
5. Repeat 1 through 4 for each member of the group.

Creating a Reclaim Voucher

If you forgot to claim an expense you incurred while traveling or you disagree with a deduction taken from your original voucher by the Servicing Finance Office, you may file a **Reclaim Voucher**.

This instruction shows by example (zero out method) how to create a **Reclaim Voucher** in Travel Manager when a rental car expense was not claimed on the original voucher but was an authorized and incurred expense:

1. Prepare a Voucher from an Authorization.
2. Select the **Ticketed Transportation** button.

    A. Select the line that has the Air Fare cost and click on the **Update** button.
    B. Select the **Cost** field and zero out the cost figures.
    C. Click on **OK** to exit **Update Ticket Information** window.
    D. Click on **Close** to exit **Ticket Information** window.

3. Click on the **Expenses** button.

    A. Click on the **Update** button and enter zeros in **Cost** field.
    B. Click on **Save**. Repeat A and B until finished.
    C. Click on **Done** to exit **Update Expense** window.
    D. Add the rental car expense as you would normally do so.
    E. Click on **Save**.
    F. Click on **Done** to exit and **Close** to exit the **Expenses** window.

4. Click on the **Lodging/M&IE Expenses** button.

    A. Click on the **Update** button.
    B. Click on the **Override** button. At the **Override** window, enter in zero (**0**) for the quarters.
    C. Click on **OK** to exit, and **OK** again on the **Update Lodging and M&IE** window.
    D. Click on **Replicate** button for the rest of the days to be changed.
    E. Click on **Close** to exit **Lodging & Meals** window.

5. Click on the **Comments** button and type, *Reclaim Voucher* along with any other necessary explanations in the **Comments** field. Click on **OK** to exit the **Comments** window.

6. Look at the **Totals** area. If there is an **Advance Applied** amount click on the **Totals** button and change the amount to zero **(0)**. If there is an amount in the **Advance Outstanding** field and change the amount to zero **(0)**. Click on **OK** to exit the **Totals for Voucher** window.

III. How to Create a Local Travel Voucher

This section provides instructions on how to prepare Local Travel Voucher.

1. Start Travel Manager from the **Doc Prep** icon or through the **Start** and **Programs** menu.
2. From the **File** menu, select **New**.
3. From the submenu, select **Local Voucher**.
4. At the **SSN** field, double-click to display the list of travelers.
5. Highlight ***name*** and choose **Select**.
6. In the **Authorization Number** box enter a unique ***Travel Authorization number*** or upon electronically signing your document Travel Manager will assign a unique Travel Authorization number for you. If you are traveling on a Blanket Authorization, enter your ***Blanket Travel Authorization*** number followed by ***- 1*** or the appropriate sequence number.
7. Select the **Expenses** button. For example, to enter the mileage to and from the first site visit:

> A. On the **Expenses** window select **Add**.
> B. On the **Add Expenses** window and in the **Date** field, enter ***date*** and press **TAB**. Note the current year is provided for you.

Shortcut - Click on the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.

> C. In the **Description** field use the down arrow to display a list of expenses. Highlight an expense and double click. Enter the ***cost*** into the **Cost field**. Note the **Code** field defaults to **A- Local Travel, B - Phone,** or **C - Expenses** as appropriate.
> D. If in step 3 you selected **POV,** enter ***miles*** driven in the **Miles** field. Note that the **Miles** field automatically determines the cost for mileage.
> E. Select **Save** if there are more expenses to follow or **Done** if the selected expense is the last expense. Repeat above steps as needed.

8. To enter remarks, select the **Comments** button.

A. In the **Comments** field, enter ***Prepared by: your name.*** Also, include clarifying comments, if necessary.
B. To exit the **Comments** window, select **OK**.

9. Save the local voucher.

A. Access the **File** menu.
B. Select **Save**.
C. To save the document, select **OK**.

10. Preview and/or print your document.

Note: *Travel Manager now uses Adobe to preview as well as to print your travel document.*

A. Select **File**, **Print Preview** or **Print**.
B. Review your document,
C. To print your document select **the Print** button.

11. To electronically sign your Voucher, select the **Document Status** button.

A. In the **Status** box, SUBMITTED should display. If not, from the pull down menu, select **SUBMITTED**.
B. In the **Signature PIN** box enter ***your signature*** **(*PIN*)**.
C. In the **Remarks** box enter comments, if needed.
D. Select **OK**.

Note: *Travel Manager is set to run an internal audit. There are two types of audits. First the system checks to see if certain conditions exist, such as if an Accounting Code has been associated with your document or an Authorization number has been entered. The second is threshold auditing. Dollar level thresholds have been set for most expenses. If the amount you claim exceeds the threshold set, the audit program will so indicate. In most cases the amount you claim is correct but the system signals the auditors to review the claim. In some cases the claim may exceed the amount which may be reimbursed. In some cases where the system triggers a notation of "FAIL," you may wish to justify the claim.*

E. On the **Pre-Audit Results** window review the results of the audit. If needed select **Justify** and enter ***your comments*** on the **Comments for "TV - xxxxx"** window for a specific line item.

F. Select **OK**.

G. On the **Pre-Audit Results** window select **Close**.

H. To the question *"Continue stamping/signing the document?"* Select **Yes** if you wish to continue or **No** if you wish to return to your document to adjust the document.

I. On the **Document Signing** window to the message, *"Your travel Voucher has been submitted and sent for review or to the Approving Official. Thank you."*, select **OK**.

J. If you have not saved your document, on the **Signature** window, to the message, *"You must save the document before checking funds . . . "*, select **Yes**.

K. On the **Save As** window, select OK.

Note: *Travel Manager is set to employ the **Budget Module**. To obtain the benefits of the setting budgets and tracking expenditures, see **Appendix C: How to Establish a Travel Budget**. In general, Travel Manager is not set to stop you from electronically forwarding your travel document if you exceed available funds. However, your Agency may wish set Travel Manager to do so.*

L. On the **Check Funds for Voucher "TV - xxxx"** window, select **Approve** or **Cancel.** By selecting **Approve** your voucher will be electronically forwarded.

M. On the **Message** window, select **OK** to the message "*Funds checked*."

N. On the **Travel Manager Mail** window, select **OK** to the message *"E-mail has been sent . . . "*

O. Travel Manager will store and electronically process your document and return you to the **Travel Manager - Doc Prep** window.

12. Exit Travel Manager.

A. Access the **File** menu.

B. Select **Exit**.

C. At the prompt, "*Save current Voucher? (Y/N)*", select **No** (because you have already saved your document).

IV. How a Manager Electronically Processes Travel Documents

Note: *Travel Manager provides two modules from which to electronically process travel documents. This section describes how to electronically process documents within the Doc Prep Module. The next section, "**How to Use the Route and Review Module**" provides additional functionality and should prove useful to Authorizing/Approving Officials who need to electronically process larger number of documents. It also includes an Audit capability that Officials find useful.*

Route and Approval Process

- The routing and approval process begins after a Travel document is created in Travel Manager. The traveler or designated personnel (TA only) will sign and route the document in Travel Manager using electronic signatures.

- The Authorizing (for Travel Authorizations) or Approving (for Vouchers) Official will sign and route the document in Travel Manager using electronic signatures.

- Travel Manager may be set to allow more than one person to authorize or approve travel documents. Alternatively the Authorizer or Approver may "delegate" his or her authority when needed.

- Travel Manager uses routing lists and E-mail to transport a document through the review, approval, and finance audit process. In most cases your Travel Manager Coordinator/Administrator or a designated person will enter the routing list into Travel Manager for your organization. One or more routing lists may be established for a DOL cost center. Forwarding of a document begins with "submitting" the document by the preparer. In most cases the document is forwarded to the Authorizer (Travel Authorization) or Approver (Vouchers) for action. These officials may authorize/approve, cancel, or return the document. Travel Manager allows a "status" to be assigned to a document. The possible "status" codes used by Travel Manager are listed on page 58. While Travel Manager allows multiple levels of review, DOL policy has established only one level of authorization/approval. The last step in any routing list is to forward the document to the Servicing Finance Office for possible audit and obligation/payment within DOLAR$. The Servicing

Finance Office must assign a "complete" status code to the document. Once the "complete" status code has been assigned, a document is no longer open to change. Any change after a "complete" status code has been assigned must be accomplished through the Amendment process.

- An encrypted 16-character code is associated with the signor's public name or "key." Whenever a person changes the status of a document, the electronic signature (PIN) of the person must be entered. A status history record is maintained with each document that shows each status change and who signed the document.

- Another guide available from OCFO contains and instructions related to the use and creation of routing lists.

Submit, Review, Authorize, Approve, Disapprove, Cancel, or Amend and Save a Travel Document

A normal signaturing and routing process on a travel document would be:

1. The electronic processing begins with the traveler or document preparer electronically signing a travel document.
2. The next person on the routing list will receive an E-mail message which will notify him/her that a travel document is awaiting action. (Assume the next person is an Authorizing /Approving Official.)
4. Travel Manager may be set to run an internal audit. There are two types of audits. First the system checks to see if certain conditions exist. For example, it checks to see if an Accounting Code has been associated with the document or an Authorization number has been entered. The second is threshold auditing. Dollar level thresholds have been set for most expenses. If the amount claimed exceeds the threshold set, the audit program will so indicate. In most cases the amount claimed is correct but the system signals the auditors to review the claim. In cases the claim may exceed the amount which may be reimbursed. For example, if a claim is made for more than $5.00 for a call home, the audit will so indicate.

A. Select **Setup**.
B. On the sub menu, place a check before **Pre-Audit before sign** .

3. Upon entering Travel Manager the Official will receive the following message, "*You have documents waiting your review and approval. Choose 'Review documents' from the file menu.*"

The following Instruction is based on approving a Voucher.

A. Select **OK**.
B. Select **File**.
C. Select **Review**.
D. On the **Review** window, one or more documents may be listed for review. Highlight a document and select **Details** to review trip specifics. Select **Close** to return to the **Review** window. To review (and electronically sign) the whole document, double click or highlight the document of choice and select **OK**.
E. Travel Manager will display the document. Review the document and make changes if necessary.
F. Select the **Document Status** button.
G. In the **Status** box either **Reviewed, Authorized** or **Approved** is displayed. If this is the action you wish to take, electronically ***sign*** the document in the **Signature PIN Box**. Enter ***your comments*** in **Remarks** box, if needed.
H. If you do not wish to either authorize or approve the document, select another **Status** code (e.g., **Disapproved** or **Cancel**) from the **Status** box and electronically ***sign*** the document in the **Signature PIN** box. Enter ***your comments*** in **Remarks** box, if needed.

Note: *A **Disapproved** document will be returned to the originator. Routing of a document with a **Status** code of **Canceled** will terminate processing.*

I. On the **Pre-Audit Results** window review the results of the audit. If needed select **Justify** and on the **Comments for "TV - xxxxx"** window enter ***your comments*** for a specific line item.
J. Select **OK**.
K. On the **Pre-Audit Results** window select **Close**.
L. To the question *"Continue stamping/signing the document?"*, select **Yes** if you wish to continue or **No** if you wish to return to your document to adjust the document.
M. On the **Document Signing** window to the message, *"Your travel*

Voucher has been approved by the approving Official. It will now be forwarded to the servicing finance Office for processing and payment. Thank you . . . ”, select **OK**.

N. If you have not saved the document, on the **Signature** window, to the message, *“You must save the document before reconciling funds . . . ”*, select **Yes**.

O. Travel Manager will return the message, “*Have you made any adjustments to the current Authorization/Voucher?”*

1) Click on **Yes** or **No**, as appropriate.
2) If **Yes**, the **Adjustments for xxxx** window will appear.
3) Enter adjustment ***comments*** into the **Comments** box.
4) The **Sign for Adjustment** window will appear.
5) In the A**djustment Signature PIN** box enter ***your electronic signature***.
6) Click OK.

P. On the **Certify Voucher** window to the message, *“I certify that I have reviewed the itinerary and the expenses of this voucher and have deemed them appropriate, reasonable, and in support of mission requirements,”* select **OK**, if appropriate.

Q. If you are preparing a voucher from scratch, that is, the voucher was not prepared from an existing Authorization, a **Warning** window will appear with the message *“Voucher “**xxxx**” for **name**: Unable to find Travel Authorization with TA number “**xxxx**” for trip 1. Continue voucher funding?”* Select **Yes** or **No** as appropriate.

Note: *Travel Manager is set to employ the **Budget Module**. To obtain the benefits of the setting budgets and tracking expenditures, see **Appendix C: How to Establish a Travel Budget**. In general, Travel Manager is not set to stop you from electronically forwarding the travel document if the traveler exceeded available funds. However, your Agency may wish set Travel Manager to do so.*

R. On the **Check Funds for Voucher “TV - xxxx”** window, select **Approve** or **Cancel.** By selecting **Approve** the voucher will be electronically forwarded.

S. On the **Information** window, select **OK** to the message “*Funds checked*.”

T. On the **Travel Manager Mail** window, select **OK** to the message *"Voucher "**xxxx**" for **name**: Trip # 1 funded . . . "*

U. Travel Manager will store and electronically route your document to the appropriate person on the routing list and return you to the **Travel Manager - Doc Prep** window. Proceed to **review** additional documents or **exit** Travel

Note: *Until a travel document has been assigned a **Completed** status code, changes can be made to the original document. After reaching a status of **Completed**, an amended document must be processed. See **Appendix A** for instructions on how to amend travel documents.*

Delegation of Signature Authority by an Authorizing/Approving Official

When a person with authority to authorize or approve travel documents is not available to sign, authority needs to be delegated. When signature authority is delegated, the document is routed to both the approving official and person delegated. When the document is signed by either one, it is removed from both of their review lists. The delegation of authority is effective only for documents submitted after the delegation has taken place. To delegate signature authority:

1. In the Doc Prep or Route and Review Module, choose **Setup** and **Delegate Authority** from the menu bar.
2. Click on the list of names and key the person's first initial to whom you wish to give authority. The list will scroll to the first person with that initial.
3. Scroll to the name of the person of your choice and click **Select**.
4. Enter your **PIN** signature and click **OK**.
5. Click on **Close**.

The delegation will remain in effect until deleted. So upon return, the delegation must be deleted.

Delete Delegation of Signature Authority:

1. Select **Setup** and **Delegate Authority**.
2. Click on **Delete** and **Yes**.
3. Click on **Close**.

Travel Manager Status Codes

Users may select a **Status Code** from the following list. The initial status of all documents is **Created**. By signing and changing the status to **Submitted**, electronic routing of a document is initiated. All other **Status Codes** are only available for use once a document has been submitted. Most **Status Codes** are linked to one or more specific actions such as checking for sufficient funds, etc.

- **Created --** New document that has not been signed or routed. (System Generated)
- **Submitted --** Traveler or preparer signs. This action starts the routing process.
- **Reviewed** -- First level of review for Authorizations or Vouchers (Optional).
- **Authorized --** Required level of approval for Authorizations.
- **Approved** -- Required level of approval for Vouchers.
- **Canceled** -- Terminates processing.
- **Pending --**Some part of the document has failed the electronic audit. The traveler/document creator will be notified by e-mail message if action is required. (System Generated)
- **Disapproved** -- Document has not been approved and has been sent back to the traveler.
- **Adjusted** -- A signor has changed part of the original document. (System Generated)
- **Audit Pass --** The document has passed the electronic audit. (System Generated)
- **Audit Fail** -- The document has failed the electronic audit. (System Generated)
- **Completed --** The document has been processed by the Servicing Finance Office.

V. How to Use the Route & Review Module

From the **Route & Review** module, users can sign, adjust, and audit authorizations, vouchers, and local vouchers. Users can also run a document history report and review audit tests and routing lists.

The Benefits of Using the Route and Review Module

The user can still review and approve documents in the **Doc Prep** module; however, the **Route & Review** module adds additional functionality that makes the process easier. The **Route & Review** module allows the user to:

- **Sign** multiple documents at one time.
- **Audit** documents before signing.
- **Preview** documents before signing.
- **Adjust** documents.
- **View** status codes and routing tables.

From the **Modules** menu, select **Route & Review**. A list of documents that need to be electronically processed is displayed.

The following describes the content/data elements found in the **Route and Review** window:

List of Documents Awaiting Signature

The **Document List** window contains the following fields:

- **Type** -- The type of document, Authorization (AUTH), Voucher (VCH) or Local Voucher (LVCH), that needs to be reviewed and signed.
- **Document** -- The name of the document.
- **Awaiting Status** -- The Awaiting Status field indicates status which will be assigned at the time the document is signed.
- **Days Left** -- When activated, provides the number of days remaining before the pending document is automatically routed to the next person on the routing list. Currently DOL does not use this feature.
- **Dep Date** -- The departure date of the travel.

- **Traveler --** The name of the traveler.
- **Total Cost --** The total amount claimed on the document. This field displays the estimated cost of travel on an authorization and the total cost of travel on a voucher or local voucher.

Use the horizontal bar scroll bar to access additional fields (to the right).

- **Net to Trav --** The amount to be reimbursed to a traveler on a voucher.
- **Actual Adv --** The requested cash advance amount on an authorization.
- **Computed Adv --**The computed cash advance amount on an authorization.

Sort Documents

The **Document List** window can be sorted by selecting **Awaiting Status**, **Departure Date**, **Document Type**, **Traveler**, or **Document Name**. Only one field can be sorted at a time. For example, when the button beside **Document Name** is activated, the document names are sorted in ascending order.

Select Documents

From this **Document List** window you can sign, audit, and adjust documents. To select a document:

1. Highlight a document and click on a document to select it.
2. Click on the same document to deselect it.
3. To select more than one document, click on the documents you want.

The following describes the functionality of the buttons found at the top of the **Route and Review** window:

Sign Documents Button

To sign a document or multiple documents:

1. Highlight the documents to be signed.
2. From the **File** menu, select **Sign** or click on the **Sign** button (top left of screen looks like a hand holding a pen).

3. If **Preview Before Sign**, **Adjust Before Sign**, or **Audit Before Sign** have been enabled the system will preform these features and display the results. Exit these features by clicking on **Close.** The system will display the **Sign Document(s)** window.
3. If necessary, add comments in the **Remarks** field (an optional field).
4. Enter your **PIN** signature into the **PIN Signature** field and click on **OK**. Travel Manager will then take you through steps M - U found on page 50.

Note: *A valid PIN signature must be entered in order for the document to be routed. After a document has been signed, it no longer appears on the Document List.*

Adjust Documents Button

Documents must be signed in order to make any adjustments. Usually, documents are adjusted when, in the review process, the Official changes the terms of an Authorization or finds an error. To adjust documents:

1. Highlight a document in the **Document List**.
2. From the **File** menu, select **Adjust** or click on the **Adjust** button (top left of the screen, second from the left, and looks like a pen on a piece of paper).
3. The title bar indicates the type of document being adjusted (authorization, voucher, or local voucher) and the name of the document.
4. The system will display the document. Make any necessary changes/adjustments to the document.
5. Select **File**, **Close**.
6. At the prompt, "*Save current document type?*", select **Yes**. If **No**, any changes made to the document will not be saved.
7. At the prompt, "*Have you made any adjustments to the current document type?*"

    A. Select **Yes**.
    B. Enter any comments and select **OK**.
    C. Enter your **PIN** signature in the **Adjustment Signature** field.
    D. Select **OK**.
    E. Select **No** to cancel any adjustments and return to the **Route & Review** module.

Audit Documents Button

You can audit any of the documents in the **Document List**. There are two types of audits. First the system checks to see if certain conditions exist. For example, it checks to see if an Accounting Code has been associated with the document or an Authorization number has been entered. The second is threshold auditing. Dollar level thresholds have been set for most expenses. If the amount claimed exceeds the threshold set, the audit program will so indicate. In most cases the amount claimed is correct but the system signals the auditors to review the claim. In some cases the claim may exceed the amount which may be reimbursed. For example, if a claim is made for more than $5.00 for a call home, the audit will so indicate.

To audit a document:

1. Highlight one or more documents in the **Document List**.
2. From the **File** menu, select **Audit** or click on the **Audit** button (top left of the screen, third from the left, and looks like two check marks on a piece of paper).
3. An audit is run on the document and the **Audit Results** window is displayed.
4. The top browser displays the documents audited. Highlight a document to review the audit results.
5. The bottom browser displays the audit results of the document highlighted in the top browser. Use the scroll bars to view the audit results.

- The **Audit Process** field displays the name of the audit.
- The **Status** field indicates if the audit passed or failed.
- The **Comment** field displays any remarks concerning failure.

Preview or Print Documents Buttons

Documents may be previewed before they are further processed, that is, viewed as they will be printed on travel forms. A copy may also be printed. Travel Manager now uses Adobe from which to either **Print Preview** or **Print** a travel document.

1. Highlight a document in the **Document List**.
2. From the **File** menu, select **Print Preview** or **Print** by clicking on the **Print Preview** or **Print** buttons (top left of screen, fourth and fifth from the left, and looks like a magnifying glass on a piece of paper and/or a printer).

3. The title bar indicates the type of document being previewed/printed (authorization, voucher, or local voucher) and the name of the document.
4. To print the selected document, from the **File** menu, select **Print.**
5. To close from the **File** menu, select **Close.**

Sort Button

Documents may be sorted. The next to last button looks like a Venetian blind. Currently this button is not used in DOL.

Details Button

Documents may be viewed in summary and relevant data from the travel document may be displayed.

1. Highlight a document in the **Document List**.
2. From the **File** menu, select **Details** or click on the **Details** button (top left of the screen, last from the left, and looks like a document).
3. The title bar indicates the type of document being detailed (authorization, voucher, or local voucher) and the name of the document.
4. To close from the **File** menu, select **Close.**

The following describes the contents and functionality of the **Tables**, **Reports** and **Setup** menus found at the top of the **Route and Review** window:

Table - Audit Tests

The audit tests available within Travel Manager are available for your review. They can be reviewed for authorizations, vouchers, and local vouchers.

1. From the **Tables** menu, select **Audit Tests**. Select **Authorization**, **Voucher**, or **Local Voucher**.
2. The corresponding **Audit Tests** window is displayed.

Each A**udit Tests** window contains the following fields:

C **Organization --** Possible values can be (All), (None), or a user-defined by organization. By default, all routing tests are available to all organizations.

- **Process** -- Name of the audit test.
- **Modules** -- Indicates that the audit test has been set to run on the document within selected modules.
- **Path & File Name --** The path and name of the file that runs this test.
- **Params** -- Indicates threshold or special action for the test. Only used with EXPENSED>OBLIGATED (available for vouchers only) and SIGNATURE VERIFY (available for all document types).

  Example: In DOL the parameter for Expense>Obligated is set to 15. This test will only fail if expenses on the voucher exceed the corresponding authorization obligation by 15% or more.

Table - Document Status Codes

The status codes available within Travel Manager are available for your review. Select **Tables**, **Status Codes** to review which status codes are employed in DOL. The system can be set to allow different organizations to use different **Status Codes.** At this time all organizations in DOL use the same **Status Codes**.

Each field of the **Document Status Code** window is described below:

- **Organization --** Possible values can be (All), (None), or a user-defined organization. By default, all routing tests are available to all organizations.
- **Status Code --** Codes that indicate particular events in a document's history. One or more actions may be associated with each status code. See the Status Codes in this guide for a detailed description of each status code used within DOL.
- **Action --** The action prompts Travel Manager to perform a particular function when the document is stamped with status code.

To view status codes and associated action codes:

1. Select **Tables**, **Status Codes**.
2. Highlight the desired status code.
3. Select **Detail**.

Table - Routing Lists

Routing lists are designed to facilitate electronic review of documents. Routing lists are created for each type of document (authorizations, vouchers, and local vouchers). A Routing list identifies the person(s) who is expected to electronically act on a travel document, e.g., authorize an Authorization, Approve a Voucher, or Complete the review process. (The complete status code is always assigned by a Servicing Finance Office staff person.)

To view a Routing List:

1. Select **Tables**, **Routing List**.
2. Highlight the **Routing List** name.
3. Select **Detail**.

Each area of the **Routing List** is described below:

- **Organization** -- The organization permitted to use this routing list.
- **Routing List** -- The name of the routing list.

The following fields will be displayed:

- **Doc Type** -- The type of document associated with the routing list entry (Authorization, Voucher and Local Voucher).
- **Document Status** -- The document status code that must accompany the PIN signature.
- **Signature Name** -- The name of the user expected to sign the document.
- **Level** -- A number that indicates the order in which Travel Manager routes the document for review and approval. The Level also dictates the order in which each approving official must sign the document for the signature audit test to pass. If two or more names are given the same level, Travel Manager routes the document to all approving officials at that level simultaneously. Once one official has signed the document, it is removed from the remaining officials' review lists. The signature audit will pass the document if any one of the approving officials has signed it.
- **Process Name** -- A process, or routing test, that determines whether the given approving official must sign the document. Travel Manager runs the

routing test before it includes the approving official in the document's routing list. This feature is referred to as "conditional routing," since a given condition (test) must be valid for the routing list entry to be used.

Reports - Document History Report

This feature allows you to create reports sorted by document type, start and end dates, and status code. For example, you can generate a report that lists all the signed vouchers from 04/01/xx to 04/10/xx.

To select the types of documents to be included in the Document History Report:

1. Select **Document History Report** from the **File** menu.
2. In the **Document Type** field, select the type of document.
3. In the **Dates** field, enter the starting and ending dates to be included in the report in the **Start** and **End** fields.
4. Select a status from the **Status** field drop down list.
5. Select **Preview** to see a preview of the report.
6. Select **Print** to print a hard copy through Adobe to the default printer.

Tables - Pending Auto Route and **Auto Routed Documents**. The automatic routing function, that is, a process whereby a document is forwarded to the next person on the **Routing List** when a document has not been processed within "x" days is not being used by DOL at this time.

Setup - Set Password, Set Signature, and **Delegate Authority** functionality is described on pages 7 and 51.

Setup - Preview Before Sign, **Adjust Before Sign**, or **Audit Before Sign.**

Before signing, adjusting, or auditing any of the documents in the list, check the **Setup** menu. A check mark placed beside **Preview Before Sign**, **Adjust Before Sign**, or **Audit Before Sign** indicates that the feature is enabled. You may activate any or all of these functions by placing a check before each title.

- **Preview Before Sign --** Indicates that documents will automatically be previewed before it is signed. When this feature is enabled, only one document can be selected from the **Document List**. If more than one document is selected, then the following message will be displayed, "*Only one document may be selected for previewing (on Preview Before Sign)*."

- **Adjust Before Sign** -- Automatically displays an adjustment window before a travel document is signed. This allows the user to make any necessary changes to the document before it is signed.
- **Audit Before Sign** -- Indicates that documents will automatically be audited before it is signed. One or more documents can be selected from the **Document List**. The audits performed on the document are defined through the EP Administration module.

Appendices

Appendix A: How to Prepare a Travel Authorization

Creating a Travel Authorization

On page 10 of this guide instructions were provided on how to prepare a Travel Voucher. The process of creating a Travel Authorization and a Travel Voucher are essentially the same with the following exceptions:

- When creating a Travel Authorization for the first time, a new Authorization number is required. If you are creating a "blanket" Authorization enter the Authorization number assigned by your Servicing Finance Office. If you are creating a "specific trip" Authorization you may enter a number assigned by your Servicing Finance Office or upon electronically signing the Authorization the system will assign a number as it stores your Authorization. The number assigned by Travel Manager is a unique number and conforms to the naming sequence used in DOLAR$.

- When a Voucher is created the lodging cost incurred is entered into the Lodging/M&IE section. When creating an Authorization, the system will assign a maximum lodging amount equal to the GSA designated per diem rate for the location.

- Certain actions or expenses need specific authorization. For example, a rental car must be authorized in advance. The Other Authorization section contains a list of additional authorizations. When one or more are selected they will be so indicated or printed on the Authorization. Suggest you review the list for those appropriate to the Authorization that you are preparing.

- When creating an Authorization, the traveler may request an advance. To request a cash advance for the traveler, select the **Totals** button.

  A. On **Totals for Authorization** window, select **Advance**.
  B. On the **Advance for Authorization TA - "xxxx"**window**, s**elect **Add**.
  C. On the **Add Cash Advance** window, notice that the **SSN** field displays the traveler's SSN and name.
  D. Enter ***date*** in the **Date** field.
  E. Select **EFT** in the **Type** field.

F. Accept the amount displayed or enter "***xxx" amount*** in the **Amount** box.
G. Enter ***For TDY in . . .*** in the **Remarks** field.
H. Select **OK**.
I. The **Advance for Authorization TA - "xxxx"**window displays the advance information just selected. To print a copy of the **Advance Request** select **Print**. To close the window, select **Close**.

All other steps are the same as those used to prepare Voucher. If you need step-by-step instructions for preparing an Authorization see the **Training Exercises Guide** available from the OCFO or your Servicing Finance Office.

The following sections provide instructions for preparing different types of Travel Authorizations. The instructions are limited to the unique knowledge required to prepare the type of Authorization required. The instructions also assume that you have studied the instructions on how to prepare a voucher found at the beginning of this guide.

Multiple Day Trip, Two TDY Locations

1. Open a new Authorization and enter the required information.
2. Select the **Itinerary** button and enter the basic itinerary information on the **Itinerary** window.

A. If you added your own number in the **Authorization Number** field it is now displayed and today's date is displayed in the **Date** field. Otherwise, the **Authorization Number** field is currently blank. (If you leave the **Authorization Number** blank, the system will assign a number when you electronically sign the Authorization.)
B. Select ***Purpose*** from the drop-down list in the **Purpose** field.
C. In the **Description** field, enter a brief description,
D. In the **Type** field, select **SINGLE TRIP** (means "specific trip") from the drop-down list.

Shortcut - Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.

E. In the **Begin Travel Date** field, enter ***begin date*** and press **TAB**. Note that the current year is provided for you.
F. In the **Depart Location** field, select ***your location***.
G. In the **End Travel Date** field, enter ***end date*** at least two days beyond the begin date and press **TAB**.
H. Note that ***your location*** is displayed in the **Return Location** field.
I. In **Trip Duration** box, note that **Multiple Days** is selected by the system.

3. Enter the following temporary duty locations:

A. To enter a **Per Diem Location** (same as temporary duty location), select **Add** at the bottom of the **Itinerary** window.
B. On the **Add Per Diem Location to Trip** window, note that date for the first day of your trip is displayed in the **Arrival Date** field.

Shortcut - Instead of looking up the TDY location, type the name of the Duty Location and press TAB. If more than one location with the same name exists, select the down arrow. Choose the correct location from the drop down list.

C. TAB to the **Duty Location** field. To select a TDY location, double-click.
D. In the **State/Country** field, select ***State*** from the drop-down list.
E. Scroll and highlight the ***city*** and click on **Select**.
F. Change the date in the **Departure Date** field to end date for this trip leg.
G. Select **OK**.
H. To add the next **Temporary Duty Location**, select **Add**.
I. Note that the correct date is displayed in the **Arrival Date** field.
J. In the **Duty Location** field, enter the ***city*** (second leg of the trip).
K. To close the **Add per Diem Location to Trip** window, select **OK**.
L. To accept the itinerary, select **OK**.

Note: *If a location you selected is not listed on the* ***Per Diem*** *table, the location may require a standard rate. See the next page for instruction on selecting a CONUS rate.*

4. Complete the rest of the Authorization.

Selecting a Duty Location Not in Per Diem Table

The only difference between creating an Authorization for which the duty station is not in the Per Diem Table as compared to the previous instruction is the method for selecting the per diem location.

When travel is to a TDY, or stopover location within the 48 states where no per diem rate exists, determine the county for the location. At times there is a per diem for the county that includes the specific location. If the county has no per diem rate, then you must use the standard CONUS rate. For OCONUS travel, each location -- including Alaska and Hawaii -- has its own 'other' rate which is selected in the same way as the standard CONUS rate.

1. Open a new Authorization and enter the required information.
2. Build the basic itinerary by entering data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.

A. To enter the duty location, select **Add** at the bottom of the Itinerary window.

1) On the **Add Per Diem Location to Trip** window double click within the **Duty Location** box.
2) On the **Per Diem Lookup** window, select **Unlisted**.
3) In the **Unlisted Per Diem Location** window, enter ***State initials*** for the **State/Country** and ***City*** for the **City/County** field.
4) Select **OK**.
5) To close the **Add per Diem Location to Trip** window, select **OK**.
6) To close the **Itinerary** window, select **OK**.

3. Complete the rest of the Authorization.

Using a Special Agency ("Flat") Rate

For TDY assignments in which all expenses are prepaid or the expenses that will be incurred are known to be less than the locality per diem rate, Agencies should establish special rates (also known as flat rates). The type of assignment is usually training, extended travel, or use of a camping vehicle. For flat rates, the entire amount is considered M&IE and no receipts are required. Travel days to and from flat rate locations are based on the normal locality rate; the flat rate begins on the first full day at the location.

This instruction provides the steps to create an Authorization using a flat rate. You must first add the rate to the per diem table. In Travel Manager terminology, this is a 'Custom Rate'.

Note: *Only a Travel Manager Coordinator/Administrator may set a custom rate.*

1. From the **Modules** menu, select **Doc Prep Admin**.
2. Select **Rates**, **Per Diem Locations**.
3. On the **Locations** window, from the look-up table in the **State/Country** box select ***State***.

    A. Select **Add**.
    B. On the **Add Locations** window, and in the **Location** field, enter ***City and State* (initials for State)**.
    C. Select **Custom**.
    D. In the **Effective** Dates field, enter ***010100***.
    E. Select **Rates**.

        1) In the **Rates for *City and State*** window, select **Add**.
        2) On the **Add Rates** window, in the **Rate Amount** box, and in the **M&IE** field, enter ***dollar amount***.
        3) Select **OK**.

Note: *Ignore the Warning message "Unable to find distribution for this M&IE rate." by selecting **OK**.*

    F. To exit the **Rates for *City and State*** window, select **Close**.

G. To exit the **Add Location** window, select **OK**.
H. Note that ***City and State** is displayed in the **Location** window. To exit the **Locations** window, select **Close**.

4. To close the **Doc Prep Admin** module and return to the **Doc Prep** module, select **File**, **Exit**.
5. Open a new Authorization and enter the required information.
6. Build the basic itinerary by entering data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.
7. To add the TDY location information, on the **Itinerary** window, select **Add**.

A. On the **Add Per Diem Location to Trip** window double click within the **Duty Location** box and select the **City and State** entered above as a "custom" rate city as the TDY location.
B. Select **OK**.

8. Complete the rest of the Authorization.

Indicating Lodging and Meals Provided

When lodging and meals are prepaid or provided as part of the registration or seminar fee, the per diem estimate should be reduced.

This instruction shows how to indicate that lodging and meals are provided in the Lodging and M&IE section of an Authorization.

1. Open a new Authorization and enter the required information.
2. Build the basic itinerary by entering data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.
3. Add the TDY location as you normally would and exit the **Itinerary** window.
4. To override the Lodging and M&IE amounts calculated by the system based on the location entered in the **Itinerary** window, select the **Lodging /M&IE** button.

    A. On the **Lodging & Meals** window highlight the entry for ***date***, and select **Update**.
    B. In the **Lodging** box replace the system-generated amount (*$xxx.xx*) with "**0**". Select **OK**.
    C. On the **Lodging & Meals** window highlight the entry for ***first day date***, and select **Replicate**. (This will "0" out all lodging for the rest of the trip since it replicates the entry for the first day.)
    D. On the **Lodging & Meals** window highlight the entry for ***date***, and select **Update**.
    E. On the **Update Lodging and M&I Expenses *City/State/Date*** window and in the **Meals Provided** box check ***meal(s) to be provided***. Select **OK**.
    F. Repeat steps D and E for each day a meal(s) will be provided.
    G. To exit the **Lodging & Meals** window, select **Close**.

*Note: Notice that on the **Lodging and Meals** window the "B" "L" or "D" columns, have an "x" marked to correspond with the meals to be provided. The 'x' means the traveler will not be reimbursed for the meal(s). The Lodging Cost and Allowed columns have a "0"*

5. To enter the registration fee, select the **Expenses** button.

A. On the **Expenses** window, select **Add**.
B. On the **Update Expenses** window and in the **Expenses** field, use the drop down menu to identify **Registration Fee** expense. To select **Registration Fee**, double click on the expense. In the **Cost** field, enter amount of the **Registration Fee**.
C. Select **Done**.
D. To exit the **Expenses** window, select **Close**.

6. Select the **Comments** button and enter a comment like: ***Registration fee of $xxx covers lodging costs of $xxx and conference fee of $xxx.***
7. To exit the **Comments** window, select **OK**.
8. Complete the rest of the Authorization.

Scheduling Leave During TDY

When annual leave is taken during TDY, the per diem estimate is reduced. No lodging and M&IE allowance is paid for a trip day when more than four hours of annual leave is taken.

This instruction demonstrates how to indicate annual or non-duty leave when preparing an Authorization.

1. Open a new Authorization and enter the required information.
2. Build the basic itinerary by entering data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.
3. Add the TDY location as you normally would and exit the **Itinerary** window.
4. To indicate leave taken, select the **Lodging/M&IE** button.

   A. On the **Lodging & Meals** window highlight ***date leave is to be taken*** and select **Update**.
   B. On the **Update Lodging and M&I Expenses** ***City/State/Date*** window and in the **Leave Data** box, select **Annual**.
   C. Select **OK.**
   D. To exit the **Lodging and M&IE** window, select **Close**.

8. Complete the rest of the Authorization.

Requesting Actual Lodging Expense

When a traveler is authorized to exceed the standard lodging allowance, the lodging estimate on the Authorization should be increased and a justification provided.

This instruction shows how to authorize actual lodging expenses.

1. Open a new Authorization and enter the required information.
2. Build the basic itinerary by entering data for the **Purpose**, **Type**, and **Begin Travel** and **End Travel** fields.
3. Add the TDY location as you normally would and exit the **Itinerary** window.
4. To indicate actual lodging expense days, select the **Lodging/M&IE** button.

    A. On the **Lodging & Meals** window, highlight the date on which lodging will be exceed the normal per diem and select **Update**.
    B. On the **Update Lodging and M&I Expenses** ***City/State/Date*** window and in **Actuals** box, select **Lodging**.

Note: *In the **Actuals** box, once a check is placed before **Lodging**, the **Limit** field displays the maximum actual lodging amount (150% of the amount set by GSA for lodging and M&IE combined less the amount set for M&IE). You may enter a dollar amount in the **Lodging** field (including $0.00) if the expected lodging cost for the day is known. Travel Manager is set to limit a calculation of Actual expenses to 150%. An Actual expenses authorization to 300% must be done outside of Travel manager.*

    C. In the **Lodging** field (left side of the window), enter ***amount of lodging***.
    D. To exit **Update Lodging and M&I Expenses** ***City/State/Date*** window, select **OK**.
    E. On the **Lodging & Meals** window highlight the entry for ***first day date***, and select **Replicate**. (This will replicate all lodging for the rest of the trip since it replicates the entry for the first day.)
    F. To exit the **Lodging and Meals** window, select **Close**.

5. When **Actual Lodging** is triggered via the Lodging and Meals function, Travel Manager records within **Other Authorization** a notice that actual expenses are requested.

A. To indicate the reason for the request, select the **Comments** button and in the **Comment for TA - “xxx”** window, add information to justify the authorization of actual expenses.

B. To exit the **Comment for TA - “xxx”** windows select **OK**.

8. Complete the rest of the Authorization.

Adding Accounting Codes and Allocating Expenses to Multiple Accounting Codes

Travel Manager allows you to use multiple accounting codes on one travel document so that you may allocate travel costs to multiple cost centers, projects, object codes, etc.

This instruction (see page 35) gives you steps to add an accounting code to the Master Accounting List and explains how to allocate expenses to multiple accounting codes.

Incremental Adjustments to a Travel Document (Amendment)

Travel Manager allows you to make incremental adjustments/amendments to an original Authorization/Voucher.

This instruction provides steps on how to amend a "completed" document.

Amended documents represent changes to Authorizations or Vouchers that have already been processed through the Budget module. If your Agency is using the Budget functionality, before you amend a travel document, the document must be stamped with the status "**COMPLETE**." Documents that have yet to be stamped with the status "**COMPLETE**" may be changed and rerouted for approvals.

The simplest way to modify an Authorization is to retrieve the original Authorization and make the necessary changes. However, when the Travel Authorization has reached the **"Complete"** status (the budget has been decremented for the cost included in the original Authorization) an amendment must be produced. The Amendment must include only the additional costs over and above those included in the original Travel Authorization. Expenses included on the original Travel Authorization must be zeroed out in order to decrement the budget only once.

Original Authorizations and Vouchers can be amended once, but amendments can be amended multiple times.

1. From the **Doc Prep** window, select the **File** menu.
2. Select **New**.
3. Select **Amendment**.

   A. In the **Create Amendment** window, highlight your name in the **Travelers** browser. Highlight the document to be retrieved in the **Document Name** browser.

Note: *This browser will only display Authorizations and Vouchers that have been stamped with a status code that has an action of "Complete." This means that the document has been entered into an accounting system by your SFO.*

B. Select **OK**.

4. Enter the following information in the **Amendment** window:

A. In the **PIN Signature** field, enter ***your signature***.
B. In the **Comments** field, enter ***Amendment to xxx to reflect . . . changed condition***.
C. To exit the **Amendment** window, select **OK**.

5. Notice the document window is now titled, **Adjustment to Authorization - TAxxx-1**.

Note: *Amendment naming appends the original document name with a -1, -2, -3, etc.*

6. Assuming you needed to add another TDY and extend the length of the trip, select the **Itinerary** button and make the following changes:

A. On the **Itinerary** screen and in the **Date** field, change the date in the upper right-hand corner to today's date.
B. Change the **Type** field to **AMENDMENT**.

Note: *The following, as an example, assumes that you have extended your stay.*

C. In the **End Travel** field, enter ***new date***.
D. Highlight the TDY location ***City*** and select **Update**.
E. On the **Update Trip Per diem Location** screen and in the **Departure Date** field, enter ***departure date***.
F. Select **OK**.
L. To exit the **Itinerary** window, select **OK**.

7. Assume there are no additional transportation costs. Select the **Ticketed Transportation** button and make the following changes:

A. On the **Ticket Information** window, select **Update.**
B. On the **Update Ticket Information** window and in the **Cost** field, enter "**0**". (The amendment must include only new costs. Therefore, all previous

costs must be set to “0.”)

C. Select **OK**.

D. To exit the **Ticket Information** window, select **Close**.

8. For the extra day(s) the traveler added the amounts need to be recorded but all other lodging and M&IE amounts need to be set to “0." To do this:

A. Click the **Lodging and Meals** button.

B. On the **Lodging and Meals** window, click on the first day.

C. Select on **Update**.

D. On the **Update Lodging and M&IE Expenses** window, click **Override**.

E. On the **Override** window, enter "0" in the **Quarters** box.

F. Click **OK** on the **Override** window.

G. In the **Lodging** box enter “0"

H. Repeat steps (A) through (G) for each travel day except the extended stay day.

I. Click **OK** on the **Update Lodging and M&IE Expenses** window.

J. On the **Lodging and Meals** window, select **Close**.

K. On the **Lodging and Meals** window, all entries must be "0" except for the extended days.

9. Assume one additional expense for a taxi and select the **Expenses** button.

A. On the **Expenses** window highlight an expense and select **Update**.

B. On the **Update Expenses** window and in the **Cost** field, enter “0".

C. Select **Done**.

D. Repeat steps (A) through (C) for the remaining expenses.

E. On the **Expenses** window select **Add**.

F. On the **Update Expenses** window and in the **Expense** field, select **Taxi**.

G. In the **Cost** field, enter ***xx*** amount.

H. Select **Done**.

J. To exit the **Expenses** window, select **Close**.

10. Save the document with a new name.

Creating a Limited Open Authorization, i.e., Blanket Authorization

With a Limited Open Authorization (LOA), per diem is calculated based on fixed dollar amounts for lodging and M&IE. The itinerary on an open Authorization begins with the first day of the period covered by the Authorization and ends with the last day of the period.

This instruction provides step-by-step instructions for creating LOA (Blanket Authorization) for one year.

1. Open a new Authorization and enter the required information.
2. Select the **Itinerary** button and enter the following information:

   A. On the **Itinerary** window and in the **Purpose** field, select **Site Visit**.
   B. In the **Description** field, enter ***LOA for Fiscal Year 'YY for travel throughout Region "x" or the State of "x***."
   C. In the **Type** field, select **BLANKET(COST)**.
   D. In the **Begin Travel** field, enter ***1001YY***.
   E. In the **Depart Location** field, select ***your residence***.
   F. In the **End Travel** field, enter ***0930YY***.
   G. Select **Add**.
   H. On the **Add Trip Per diem Location to Trip** screen and in the **Duty Location box** double click.
   I. On the **Per diem Lookup** window select **Unlisted**.
   J. In the **Unlisted Per Diem Location** window and in the **State/Country** box enter "***XX***" for your ***State.*** In the **City/County** box add the words ***"Various Locations."***
   K. Select **OK**.
   L. To exit the **Add Trip Per diem Location to Trip** window, select **OK**.
   M. Select **Override** on the **Itinerary** window.
   N. On the **Override** window select **Cost**.
   N. In the **Cost** block, enter ***xxxx*** annual amount for **Lodging** and ***xxxx*** annual amount for **M&IE**.
   O. To exit the **Override** window, select **OK**.
   P. To exit the **Itinerary** window, select **OK**.

3. Complete the rest of the Authorization.

Multiple Travelers Going to The Same Location

Travel Manager gives you two ways to simplify the process of creating duplicate Authorizations for several travelers going to the same TDY location at the same time.

Alternative 1 - You can create the Authorization for the first traveler and then copy it for each additional traveler.

Alternative 2 - You can use the Group Authorization feature.

Copy an Authorization from one traveler to another

To create individual Authorizations for each traveler, create the Authorization for one traveler and save the Authorization. Open the Authorization, replace the Social Security Number, assign a new travel Authorization number, make any necessary adjustments and save the document with a new name.

This instruction provides step-by-step instructions for copying an Authorization

1. Open a previously prepared Authorization.
2. In the **SSN** field, double-click.
3. In the list of travelers field, highlight another traveler and choose **Select**.

Note: *If prompted, "Delete document history?", select **Yes**. This will remove all status stamps and signature information from the document.*

4. In the **Authorization Number** field, enter a new number or leave blank.
5. Save the document with a new name.

Group Authorization

A group Authorization creates one travel document for multiple travelers. If the travelers are to receive cash advances, these are generated separately. Also, when the travelers return, multiple Vouchers that are linked to the single group Authorization can be created.

Note: *When creating a Voucher from a group Authorization, Travel Manager will automatically calculate M&IE and lodging based on the Authorization. Ticketed transportation and expenses should be calculated on a traveler by traveler basis.*

1. Open a previously created Authorization.
2. Select the **Group Authorization** button.

    A. On the **Group Authorization** window select **Add**.
    B. On the **Traveler Information** window highlight another traveler from the list of travelers and choose **Select**.
    C. To exit the **Group Authorization** window, select **Close**.

3. Assign a new **Authorization Number** or leave the number blank.
4. Save the Authorization by using **Save As** for a new document.

Appendix B: How to Use the Reservation Information Feature

Travel Manager employs a Travel Reservations Module for use in preparing an Authorization. DOL uses the Module to provide current flight, lodging, and rental car availability information. In the future the reservation functionality will interface with the DOL contracted Travel Manager Center (TMC). Once an interface is established with a Travel Manager (at a later date) the TMC will use the information you select to book your reservations.

This section demonstrates how to request travel reservation information for air, lodging and rental car. At present the reservation information for transportation will flow to the Travel Authorization but your reservation will not be booked using the travel reservation functionality at this time. The value of the travel reservation information is to provide cost information for use in completing your authorization. While the flight information was accurate at the time the air line schedules were incorporated into Travel Manager, they are subject to change. Travel reservation information is not a substitute for current information available from your TMC.

1. To request reservation information, from the main Travel Manager window select the **Reservations** button (far right button with a plane, bed, and car symbols on the button).
2. Note that **Air** is selected at the top of the **Travel Reservations** window. To request flight information, select **Add**.

A. On the **Add Common Carrier Segment** window, if the **Itinerary** data has been entered, the **Departure Date** and **Arrival** fields will display the beginning date for the trip. If not, enter the date in both fields.

1) In the **Departure Time** and **Arrival Time** fields, enter ***time*** followed by either an **“a**” or ***“p***” to indicate AM or PM, respectively. Alternatively, if the time is in the AM enter the hour and hit TAB.
2) In the **Departure Airport** field, select the **“+”** lookup button.
3) On the **Find Airport** window, select **Find.**
4) In the **Airport Name** box enter the few letters of the airport name and press **OK**.
5) Highlight the ***departing airport*** and press **Select**.
6) In the **Arrival Airport** field, select the **“+”** lookup button or double

click in the **Arrival Airport** field.

7) On the **Find Airport** window, select **Find.**

8) In the **Airport Name** box enter the few letters of the airport name and press **OK**.

9) Highlight the ***departing airport*** and press **Select**.

B. In the **Frequent Flyer Number** field, enter the frequent flyer information (optional) and press **TAB** to proceed to the **Date to be Ticketed** field.

C. In the **Date to be Ticketed** field, accept the date displayed or enter a ***date two days prior to initiation of travel*** and press **TAB**.

D. In the **Flight Information** box, click on the **Search** button.

E. Highlight a flight you wish to use and double click. Flights with "*" to the left of the entry indicate that the entry is a City Pair flight. Note the cost of the city pair flight displayed at the top right of the window. Select the **check mark** button at the bottom right of the window.

F. On the **Add Common Carrier Segment** window enter the cost of the flight into the **Cost** box.

F. To exit the **Add Common Carrier Segment** window, select **OK**.

Note: *For more information on all of the fields and icons displayed in the Add Common Carrier Segment window, see* ***Requesting Travel Reservations*** *found in the Travel Manager On Line Help.*

2. To request the return trip information, repeat the above steps beginning with "A."

3. To add the rental car information, from the main Travel Manager window select the **Reservations** button (far right button with a plane, bed, and car symbols on the button).

A. On the **Travel Reservation** window and in the top selection field, select **Rental**.

B. Select **Add**.

1) On the **Add Rental Segment** window if dates are not displayed and in the **Pick Up** box enter **Date** and **Time**. Enter ***time*** followed by either an "**a**" or ***"p***" to indicate AM or PM, respectively. (If AM just enter hour followed by TAB.)

2) In the **Pick Up** box enter **Date** and **Time**. Enter ***time*** followed by either an "**a**" or ***"p"*** to indicate AM or PM, respectively.
3) In the **Rental Company Information** box and in the **Car Type** field, select ***car type*** from the drop-down list.
4) In the **Rental Company Information** field enter the ***city*** and in **Name** box, activate the list of alternative car rental companies by selecting the "+" to the right of the **Name** box.
5) On the **Rental Cars** window, at the top, scroll down and highlight the ***Country*** and ***State***. Scroll down and highlight the ***rates line*** under the ***rental car company*** of choice.
6) Click on the **Green Check Mark** button at the bottom of the page.
7) To exit the **Add Rental Segment** window, select **OK**.
8) The **Travel Reservation** window will display your choice. Select **Close**.

Note: *The cost information provided must be transferred to the Expenses window.*
Note: *For more information on all of the fields and icons displayed in the Add Rental Segment window, see **Requesting Travel Reservations** found in the Travel Manager On Line Help.*

4. To add the lodging information, from the main Travel Manager window select the **Reservations** button (far right button with a plane, bed, and car symbols on the button).

A. On the **Travel Reservation** window and in the top selection field, select **Lodging**.
B. Select **Add**.

1) On the **Add Lodging Segment** window if dates/times are not displayed and in the **Check In** box enter **Date** and **Time**. Enter ***time*** followed by either an "**a**" or ***"p"*** to indicate AM or PM, respectively. (If AM just enter hour followed by TAB.)
2) In the **Check Out** box enter **Date** and **Time**. Enter ***time*** followed by either an "**a**" or ***"p"*** to indicate AM or PM, respectively.

3) In the **Hotel Information** box, notice that the city and state are displayed in the **Hotel Information City** and **State** fields, respectively.

4) In the **Room Information Room Type** field, select ***room type*** from the drop-down list.
5) In the **Room Information Bed Type** field, select ***bed type*** from the drop-down list.
6) In the **Hotel Information** field and in **Name** box, activate the list of alternative hotels by selecting the "+" to the right of the **Name** box or alternatively click on the **Swimming Pool** button.
7) In the **Hotel** box (long box that spans the page near the top) scroll down and highlight and click on your choice.
8) Click on the **Green Check Mark** button at the bottom of the page.
9) To exit the **Add Lodging Segment** window, select **OK**.
10) The **Travel Reservation** window will display your choice. Select **Close**.

Note: *The cost information if provided must be transferred to the Expenses window.*

Note: *For more information on all of the fields and icons displayed in the Add Lodging Segment window, see* **Requesting Travel Reservations** *found in the Travel Manager On Line Help.*

5. Review the Travel Reservations window and select the appropriate reservation button (**Air**, **Lodging** or **Rental**) and make any corrections as necessary.

A. To exit the **Travel Reservation** window, select **Close**.
B. Select **File**, **Save** to save the document.

Appendix C: How to Establish a Travel Budget

This part provides an instruction on how to establish a travel budget for a program /project/organization (represented by a specific accounting code or part of a code).

To establish or modify travel budgets for an organization, from the **Doc Prep** window, select **Modules** and **Budget Module**. On the **Budgets** window select **Accounts** from the menu bar and perform the following functions.

1. Click on **Accounts**.
2. Select **Budget**. The **Budget** window will appear.
3. In the **Organization** box use the drop down menu to select an organization. The fiscal year is displayed. Change the fiscal year as appropriate.
4. Select **Add**.
5. On the **Add Budget Item for *year*** window, in the **Budget Item** field enter a name of your choice. Suggest you identify the program/project/organization for which the budget is being established.
6. Select the appropriate organization from the **Organization** drop down list.
7. Enter the "budget" amounts by quarter.

Note: *Currently unused budget availability from one quarter will not flow forward to the next quarter. At this time the user must adjust the budget availability of subsequent quarters to move forward unused fund availability.*

8. Enter values in the **Accounting Code Elements** or click on the "**Accts**" button. A list of the accounting codes will be displayed in the **Account Classification** window. Double click on the "accounting code" for which a budget is being established. The **Copy Account Code Elements** window will appear. Click on the small box in front one or more of the DOL DOLAR$ account codes fields to copy accounting code elements to the **Budget Account Code Elements** box. Click on **OK**. In the **Object Class** box you may use a wild card symbol ***** to assign a budget item with a larger scope. For example, if you enter ***21**** all subobject classes with object class 2100 will roll up to object class 21.
9. When the travel budget has been established on the **Add Budget Item for *year*** window, click on **OK** to end the process.
10. Click on **OK** to exit the **Budget** window.

Appendix D: How to Export, E-Mail, and Import Travel Documents

Export: To Print a Travel Document to a Disk

1. Ensure that your document appears on the window.
2. Insert a disk in either the **A**: (or B:) drive.
3. Click on **File** on the menu bar.
4. Click on **Export**.
5. Type the drive and filename; e.g., *A:\TJ680001*.
6. Click on **OK**. The document will be saved to the disk.

E-Mail a Travel Document

Documents can be E-mailed from one Travel Manager site to another for review or signature.

1. Export/save the document to a disk.
2. Go to **Start, Executive Tools, In box.**
3. Click on the **New Message** icon.
4. Click on **To**.

    A. Select the name of the recipient.
    B. Enter the *Subject*.
    C. While in the body of the message, click on **Insert** on the menu bar.
    D. Click on **File**.
    E. In the **Look in**: box, scroll, and select the **A**: (or B:) drive.
    F. Click on the file to be sent. Click on **OK**.
    Click on the **Send Mail** icon.

5. To retrieve the document, click on the attached file in the E-mail message.

    A. Click on **File, Save As**.
    Insert a disk in the A: drive.
    In the **Save In**: box scroll, and select the **A**: (or B:) drive.
    Click on **Save**.

To import/retrieve a document:

Import: To Retrieve a Travel Document from a Disk

Note: *Only Travel Manager Coordinator/Administrator may import a document into Travel Manager.*

1. Insert a disk in either the A: (or B:) drive of a PC which has access to Travel Manager For Windows.
2. Open Travel Manager.
3. Click on **File** on the menu bar.
4. Click on **Import**.
5. Click on your choice of a document as either:

F **Voucher** F **Authorization** F **Local Voucher**

6. Enter the drive and file name; e.g., *A:\TJ680001*.
7. Click on **OK**. The document has been saved to the database. You may open the document to view and/or print it.